



## MINUTES

### SELECT BOARD

**09/21/2021**

Present: Select Board Member, Heather Hamilton, Select Board Member Bernard W. Greene, Select Board Member Raul Fernandez, Select Board Member John VanScoyoc, Select Board Member Miriam Aschkenasy

5:00 pm via ZOOM remote meeting platform

#### OPEN SESSION

Question of entering into Executive Session for the reason listed in item 2.

Chair Hamilton declared that the board shall enter into executive session to discuss strategy with respect to collective bargaining because an open meeting may have a detrimental effect on the bargaining or litigating position, and to review, approve minutes.

On motion it was,

Voted to enter into executive session

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### EXECUTIVE SESSION - COLLECTIVE BARGAINING

For the purpose of discussing strategy related to collective bargaining with the Police and other Unions.

#### ANNOUNCEMENTS/UPDATES

The food coupon program through the department of public health is offering farmers market items at discounted prices.

There will be a Special Town Meeting on October 5, 2021 on the Gerald Alston agreement

The Town Administrator provided an updated on the consultant selected to assist with the Police Chief search

#### PUBLIC COMMENT

1. Susan Howards spoke urging the 9 police officers are hired. She shared a situation where the police responded rapidly
2. Rita McNally spoke in support of adding the 9 police officers that town meeting had previously approved in the budget

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3. Michael Kushner spoke against hiring more police officers; they went through the process of getting rid of the SRO and walk and talk officers. The police is not following the rules of the commission.
4. Eddie Strumfels spoke against hiring the 9 officers. A decision has been made to remove the SRO and Walk and Talk programs.
5. Chi Chi Wu spoke on the work of the police task for researching police programs. She feels the police department is ignoring the elected officials on their recent vote to disband the Walk and talk and SRO programs
6. Shavyon Cohen spoke on the removing the walk and talk programs and SRO. She urged not to hire the 9 officers until questions are answered
7. Melissa Vogt spoke on the Alston case and urged for transparency. Lots of information that Town Meeting members need to review before the settlement vote. She is requesting Executive session minutes on the matter.
8. Bonnie Bastien spoke on the SB'S decision to end these police programs. The schools and residents of public housing need support in the social services, not from police officers. Wait until a new chief is in place before any new police hires
9. Alok Somani urged the select board to hire the 9 officers that were approved by town meeting, these officers are needed.
10. Ryan Black spoke against the hiring of 9 new officers. It is not clear what the current personnel are now doing. Many have the same responsibilities as when on the SRO and walk and talk that was removed.
11. Marty Rosenthal spoke in support of hiring the additional police officers. These positions are required to actively perform real public safety needs; the task force offered no specific budget changes.
12. Elizabeth Childs noted that these 9 police positions are included in the current budget. We need adequate officers and staffing. We need the 135 officers that are budgeted for. We eliminated the Walk and talk programs but not the need to respond to calls the BHA

#### MISCELLANEOUS

Question of approving the authorization to hire request for a Senior Audit Clerk - ATA in the Comptroller's Office of the Finance Department.

On motion it was,

Voted to approve the authorization to hire request for a Senior Audit Clerk - ATA in the Comptroller's Office of the Finance Department.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### AUTHORIZATION TO HIRE

Question of approving the authorization to hire request for a Gardener-Laborer in the Parks and Open Space Division of the Department of Public Works.

On motion it was,



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Voted to approve the authorization to hire request for a Gardener-Laborer in the Parks and Open Space Division of the Department of Public Works.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### AUTHORIZATION TO HIRE

Question of approving the authorization to hire request for a Web Developer in the Digital Services division of the Information Technology Department.

On motion it was,

Voted to approve the authorization to hire request for a Web Developer in the Digital Services division of the Information Technology Department

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### AUTHORIZATION TO HIRE

Question of approving the authorization to hire request for an Aquatics Supervisor in the Recreation Department.

On motion it was,

Voted to approve the authorization to hire request for an Aquatics Supervisor in the Recreation Department.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### AUTHORIZATION TO HIRE

Question of approving the following authorization to hire requests in the Highway and Sanitation Division of the Department of Public Works:

Assistant Recycling Coordinator

(2) Highway Maintenance Craftsperson

Highway Motor Equipment Operator - Grade 2

On motion it was,

Voted to approve the following authorization to hire requests in the Highway and Sanitation Division of the Department of Public Works:

Assistant Recycling Coordinator

(2) Highway Maintenance Craftsperson

Highway Motor Equipment Operator - Grade 2

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### TEMPORARY WINE AND MALT BEVERAGES NON SALES LICENSE

Question of approving a Temporary Wine and Malt Beverages Non Sales License to The Longwood Cricket Club to be held on Wednesday, September 22, 2021 for Dinner after tennis exhibition from 3:00PM – 11:00PM at rear of 564 Hammond Street (located in Brookline). 300 people expected to attend.

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On motion it was,

Voted to approve a Temporary Wine and Malt Beverages Non Sales License to The Longwood Cricket Club to be held on Wednesday, September 22, 2021 for Dinner after tennis exhibition from 3:00PM – 11:00PM at rear of 564 Hammond Street (located in Brookline). 300 people expected to attend.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### TEMPORARY WINE AND MALT BEVERAGES NON SALES LICENSE

Question of approving a Temporary Wine and Malt Beverages Non Sales License to The Longwood Cricket Club to be held on Thursday, September 23, 2021 for Dinner after tennis outing from 4:00PM – 11:00PM at rear of 564 Hammond Street (located in Brookline). 300 people expected to attend.

On motion it was,

Voted to approve a Temporary Wine and Malt Beverages Non Sales License to The Longwood Cricket Club to be held on Thursday, September 23, 2021 for Dinner after tennis outing from 4:00PM – 11:00PM at rear of 564 Hammond Street (located in Brookline). 300 people expected to attend.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### TEMPORARY WINE AND MALT BEVERAGES NON SALES LICENSE

Question of approving a Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Friday, September 24, 2021 for 30th Wedding Anniversary from 6:00PM – 11:00PM at 15 Newton Street. 150 people expected to attend.

On motion it was,

Voted to approve a Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Friday, September 24, 2021 for 30th Wedding Anniversary from 6:00PM – 11:00PM at 15 Newton Street. 150 people expected to attend.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### CALENDAR

#### NEW COMMON VICTUALLER LICENSE (BYOB)/ENTERTAINMENT LICENSE

Question of approving the application of a new Common Victualler for Emily Vena / Cobble LLC d/b/a Barlette at 318 Harvard Street. Hours of operation will be Monday - Sunday 9:00 am to 11:00 pm. Hours of BYOB will be Monday - Sunday 11:00 am to 11:00 pm. Seating will consist of 16 inside seats.

Question of approving the application of a new Entertainment License for Emily Vena / Cobble LLC d/b/a Barlette at 318 Harvard Street. Entertainment will consist of radio and recorded music Monday – Sunday 9:00am- 11:00pm.

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Applicant Emily Vena reviewed their food establishment. They currently have a food concept in the arcade building. The food is prepared off site and brought into the establishment.

Mel Kleckner added the applicants will be implementing the BYOB requirements.

On motion it was,

Voted to approve the application of a new Common Victualler for Emily Vena / Cobble LLC d/b/a Barlette at 318 Harvard Street. Hours of operation will be Monday - Sunday 9:00 am to 11:00 pm. Hours of BYOB will be Monday - Sunday 11:00 am to 11:00 pm. Seating will consist of 16 inside seats.

Voted to approve the application of a new Entertainment License for Emily Vena / Cobble LLC d/b/a Barlette at 318 Harvard Street. Entertainment will consist of radio and recorded music Monday – Sunday 9:00am- 11:00pm.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

##### Planning Board

Andrea Brue

Gregory Zurlo

Andrea Brue is an architect. Having spent many years as a preservation architect, I have learned that there is an art to balancing the past with the future. I am aware of the value in taking care of our historic buildings but also know the importance of planning for our future- which sometimes means replacing outdated structures with new state of the art facilities.

As a planning board member, I hope to bring an open mind to each project review. Through my experience as an architect of both public and private building projects and with my design sense and knowledge of planning and construction, I will contribute a level of expertise to the planning board.

Gregory Zurlo is a real estate developer academically trained as an architect /Planning Board member and chair experience in another municipality. He is not against pro development if it is appropriate. He spoke on Boston's compact living policy as it relates to parking demands. He is an advocate in reducing parking. Mr. Zurlo has served on numerous boards and committees.

#### POLICE HIRING

Question of approving the authorization to hire request for 9 Police Officers.

Town Administrator Kleckner offered clarification on last week's discussion. The School Resource Officers and the Walk and Talk programs were eliminated. There are many more activities these officers perform, and the Chief believes these are suitable activities. These officers continue to

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respond to request for services. Your vote this evening will start a process, if we miss the opportunity, we will be back in the end of the line for the next recruitment class.

Board member Aschkenasy noted that the board members received emails on both sides, at the core, this is not about defunding their budget, it is about those 7 positions that were eliminated through the program.

Board member VanScoyoc added he believes there is some misunderstanding. The board did receive emails, some over the top on their suspicions. He feels they need to add young and diverse police officers, and they are needed on a regular basis, people come and go. Town meeting did not cut positions.

Board member Fernandez added not long after we took the vote to eliminate those programs we are now revisiting whether we made the right decisions. He is disappointed we are right now not in alignment with the vote that we took. He does not feel any less safe today than last time with less staff. It was never been in question if schools need support a call they should get it. Also, let us stop thinking of BHA properties as another world. He added, we have to figure out how to work better with this department; we asked to come back to us with a plan. We never had the opportunity to review that. We are not talking about cutting positions.

On motion it was,

Voted to approve the authorization to hire request for 9 Police Officers.

Aye: Heather Hamilton, Bernard Green, John VanScoyoc

Against: Raul Fernandez

Abstained: Miriam Aschkenasy

#### HOUSING PRODUCTION PLAN UPDATE

Presentation and possible vote on the Town of Brookline's Housing Production Plan.

a. Question of voting to approve the Housing Advisory Board's recommendation for the allocation of a sum not to exceed \$160,000 from the Town's Affordable Housing Trust to pay for consulting services to update the Town's Housing Production Plan.

b. Question of Voting to execute a contract with the Barrett Planning Group, LLC for consulting services relating to the preparation of an updated Housing Production Plan, consistent with the Terms of the Request for Proposals issued by the Town on April 8, 2021 and the consultant's response thereto.

Roger Blood reviewed the process to date. They are seeking approval to update the plan with funds from the Housing Trust Funds, as recommended by the Housing Advisory Board, to pay for consulting services for an update to the Town's HPP. As well, we seek your approval of a contract for consulting services with Barrett Planning Group, LLC. Mr. Blood added the need for affordable housing is greater than ever and the appropriate amount, and housing type analysis will help us determine where and what type of housing needs to be produced. We have a qualified team and ample resources, and community engagement will be a critical feature in the plan.

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Joe Viola, Assistant Director of Planning gave a brief overview of the consulting services and tasks. Roger Blood spoke on the housing goals adding just because the Town reached the 10% threshold does not mean we stop seeking affordable housing.

On motion it was,

Voted to approve the Housing Advisory Board's recommendation for the allocation of a sum not to exceed \$160,000 from the Town's Affordable Housing Trust to pay for consulting services to update the Town's Housing Production Plan.

Voted to execute a contract with the Barrett Planning Group, LLC for consulting services relating to the preparation of an updated Housing Production Plan, consistent with the Terms of the Request for Proposals issued by the Town on April 8, 2021 and the consultant's response thereto.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### GRANT OF LOCATION EVERSOURCE - PUBLIC HEARING - postponed

Question of approving the grant of location request from NStar Electric Company d/b/a Eversource Energy for permission to construct, and a location for, such a line of conduits and manholes with the necessary cables therein under the following public way:

Reservoir Road – conduit running northwesterly from existing manhole#

MH18688 at the intersection with Boylston Street a distance of about 16 feet to new manhole# MH30761

#### GRANT OF LOCATION VERIZON - PUBLIC HEARING - postponed

Question of approving the grant of location request from Verizon New England Inc. . for permission to construct, and a location for, such a line of conduits and manholes with the necessary cables therein under the following public way(s):

Egmont Street – conduit easterly from existing manhole# 38/143 at the intersection with St. Paul Street a distance of about 325 feet thence turning and running southerly a distance of about 18 feet to an existing handhole

#### OUTDOOR DINING REGULATIONS PUBLIC HEARING

Public Hearing and possible vote to approve guidelines and regulations, including a new licensing and fee structure, and licensing agreement, for the Town's Outdoor Dining Program.

Meredith L. Mooney, Economic Development and Long-Term Planner made a presentation.

#### Background

In 2020, the Town of Brookline created a Temporary Expanded Outdoor Dining Program to support local restaurants through the pandemic. This temporary program was tied to emergency orders (i.e. COVID-19 Order Nos. 35 and 50) issued by Governor Baker during the State of Emergency. In early July 2021, the Select Board approved an administrative update that extended the Town's COVID-era Temporary Expanded Outdoor Dining Program through March 31, 2022, an extension granted through state legislation passed in June 2021 (i.e. Chapter 20 of the Massachusetts Acts of 2021).

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Spring 2021 Town Meeting approved changes to the Town's General and Zoning By-Laws, allowing the Town and the Select Board to continue an expanded outdoor dining program after the COVID State of Emergency was lifted. Throughout the warrant article review process, the Select Board indicated that, following a positive Town Meeting vote, staff should return with a proposal outlining next steps for Brookline's outdoor dining program.

- Updated Program Regulations and Guidelines
- Enhanced standards for the appearance of outdoor seating areas:
- A requirement for immediate and on-going use of outdoor seating areas
- Specified hours of operation:
- Entertainment licensing:
- Trash and pest control management plans:

Another critical consideration is that the Select Board is revisiting the question of what to charge for outdoor seating under very different circumstances than initially anticipated. We had hoped to have the fee implementation discussion in the context of COVID-recovery in the "new normal". However, we are still very much in a public health crisis, which has required the reimplementation of a local indoor mask mandate. Easy access to safer outdoor dining options remains important for public health as well as economic reasons.

Due to these concerns, the Economic Development Division proposes an alternative fee structure and implementation timeline for the new outdoor dining program, which involves phasing in the current Use Fee, until a more innovative fee structure is put forward. Immediately imposing the same Use Fee structure that the Town uses for the temporary occupation of parking spaces on the Town's new outdoor dining program would likely quash on-street outdoor seating in Brookline and would represent a missed opportunity for the Town to implement innovative new policies based on lessons learned during the pandemic.

Therefore, the Economic Development Division recommends phasing in Outdoor Dining Program fees over the next several years. Any loss of parking revenue over the next couple years could be offset by the Municipal Revenue Loss mechanism of the Town's ARPA funds.

In recognition of the substantial administrative burden associated with this new program, we recommend that administrative fees be fully implemented as of April 1, 2022, the proposed start date of the new Outdoor Dining Program.

#### Annual on-street (PROPOSED FEES)

April 1, 2022 \$1,285.00   January 1, 2023 \$4,164.00   January 1, 2024 \$7,045.00   January 1, 2025 \$9,925.00

#### Discussion:

Board member VanScoyoc asked if we should really be measuring the fees on loss of parking spaces. These outdoor dining spaces bring patrons into commercial areas. He also spoke on the considerable investment the restaurant owners made to construct these dining corrals, and we should help them continue with this program successfully.

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Board member Fernandez spoke on the different parking demands in the different commercial areas. He would like to see the annual fee at \$5,000 or lower. He asked if ARPA funds could be used to support this.

Town Administrator Kleckner noted that he is happy with how this program turned out, adding it did have its unique challenges. He encouraged flexibility to ease into things; this is not a permanent program yet. If the board is not ready to deal with that kind of revenue fees, lets hold off.

Public hearing:

David Gladestone, Chamber of Commerce noted that the restaurateurs are appreciative with what the town is doing to help them and he hopes to find middle ground. He spoke on a letter circulating recommending a short term extension to late spring.

Abby Swain spoke on the loss of sidewalk space and accessibility issues with these structures.

Ailish Gilligan said she feels that now is not the appropriate time to discuss a fee structure. There is not enough data at this point to calculate the fee structure. Trends suggest restaurants are flat and predicting a downturn in customer seating this winter. Outdoor seating is keeping them afloat. Ability issues cannot be generalized that it is site specific.

Board member Aschkenasy noted there are some accessibility issues involved; intent and impact are two very different things.

The consensus of the board is the fees are too high right now. Board member Fernandez would like to adopt the fee structure now and vote again before making any increases.

On motion it was,

Voted to extend the deadline from January 1, 2022 to April 1, 2022 for nonconforming outdoor dining structures to come into compliance with the Town's Outdoor Dining Program Regulations and Guidelines.

Voted to approve the presented Outdoor Dining Program Regulations and Guidelines (including fees), scheduled to take effect on April 1, 2022, with Select Board amendments\*that the Select Board approve any fee increase prior to the effective date.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, Miriam Hamilton  
Against John VanScoyoc

#### WARRANT ARTICLES PUBLIC HEARING - SPECIAL TOWN MEETING 1

Public Hearing, discussion and possible vote on the following Warrant Articles for the November 16, 2021 Fall Town Meeting (STM1):

WA 10 - Hybrid Town Meeting

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Deputy Town Administrator Melissa Goff noted this is a Select Board sponsored article for Home Rule petition to allow the town to hold a hybrid Town Meeting. The Advisory Committee voted favorable action.

Public hearing: no speakers

On motion it was,

Voted 5-0 Favorable Action on WA 10.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

#### BOARD AND COMMISSION APPOINTMENTS

The following candidates for appointment/reappointment to Boards and Commissions:

##### Housing Advisory Board

On motion it was,

Voted to appoint Ginny Vaz to the Housing Authority Board for a term ending August 31, 2023 or until a successor can be appointed.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Hamilton

There being no further business, the Chair ended the meeting at 9:00pm.

ATTEST





## MINUTES

### SELECT BOARD

**09/28/2021**

**6:00 PM VIA ZOOM REMOTE MEETING**

Present: Select Board Member, Heather Hamilton, Select Board Member, Bernard W. Greene, Select Board Member Raul Fernandez, Select Board Member John VanScoyoc, Select Board Member Miriam Aschkenasy

#### ANNOUNCEMENTS/UPDATES

Discussion of the request to release executive session meeting minutes on the litigation strategy in the case of Alston v. Town of Brookline, USDC Case No. 1:15-cv-13987

Chair Hamilton announced that there has been a public records request for executive session meeting minutes relating to the Gerald Alston case. She explained the discussion to not release those minutes at this time.

Pat Mahoney has been appointed as Acting Public Health Director

Hidden Brookline will join the Florida Ruffin Ridley School for an upcoming event

Mothers Out Front will hold a Gas Leaks Rally at the Ridley School October 15<sup>th</sup>

Congratulations to Shawn O'Neal on her accomplishments and civic participation in the town

Board member Greene spoke about the upcoming October 5, Town Meeting and the combined reports; he indicated he was not involved on the vote on the Alston case. He noted the "hate Brookline talk"; he feels Brookline is a good and progressive in town matters of race, policing and other issues. The town has made some mistakes and we acknowledged them. He also spoke on his concern that the recent census indicates that black residents are moving out; we need to address this.

Shout out to Team Brookline as they prepare for the Boston Marathon

The Brookline Teen Center will hold their block party Friday October 1 from 1-3 pm.

#### PUBLIC COMMENT

Peter Moyer asked the Board to consider a half time position of a Medical Director of the Brookline Department of Public Health to be funded by ARPA funds.

Mike Toffel spoke on the October TM related to the Gerald Alston settlement. The Select Board should include in their remarks:

1. Does the Town have insurance against staff or others engaging in discriminatory behavior
2. Does the Town have insurance against wrongful termination
3. What HR practices are in place so the town does not find itself in this position again

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#### MISCELLANEOUS

Question of approving the following meeting minutes:

September 14, 2021

September 20, 2021

On motion it was,

Voted to approve the meeting minutes of September 14, 2021 as amended

Voted to approve the meeting minutes of September 20, 2021.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### PIERCE SCHOOL BUILDING COMMITTEE

Question of approving the new voting members to the Pierce School Building Committee:

Lesley Ryan-Miller

Samuel Rippin

On motion it was,

Voted to approve the new voting members to the Pierce School Building Committee:

Lesley Ryan-Miller

Samuel Rippin

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### AUTHORIZATION TO HIRE

Question of approving the authorization to hire requests for the following positions in the Department of Public Works:

Environmental, Health and Safety Officer – DPW Central Administration – New Position

Gardener-Laborer – Parks and Open Space Division

On motion it was,

Voted to approve the authorization to hire requests for the following positions in the Department of Public Works:

Environmental, Health and Safety Officer – DPW Central Administration – New Position

Gardener-Laborer – Parks and Open Space Division

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### AUTHORIZATIONS TO HIRE

Question of approving the authorization to hire request for a Reference Librarian 1 (K-06).

Question of approving the authorization to hire request for a Data Administrator (T-10) in the Digital Services Division of the IT Department.

Question of approving the authorization to hire request for a Public Health Specialist (GN-10) in the Environmental Health division of the Health and Human Services Department.

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On motion it was,

1. Voted to approve the authorization to hire request for a Reference Librarian 1 (K-06).
2. Voted to approve the authorization to hire request for a Data Administrator (T-10) in the Digital Services Division of the IT Department
3. Voted to approve the authorization to hire request for a Public Health Specialist (GN-10) in the Environmental Health division of the Health and Human Services Department

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### APPLICATION TO THE MASSACHUSETTS HOUSING PARTNERSHIP FOR TECHNICAL ASSISTANCE

Question of authorizing the Chair to execute an application to the Massachusetts Housing Partnership for technical assistance to the ZBA and Planning Department to facilitate their review of 40B Comprehensive Permit applications.

On motion it was,

Voted to authorize the Chair to execute an application to the Massachusetts Housing Partnership for technical assistance to the ZBA and Planning Department to facilitate their review of 40B Comprehensive Permit applications.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### GMP CO # 15/ PCCO 022 FOR THE BROOKLINE HIGH SCHOOL

Question of approving GMP CO # 15/ PCCO 022 for the Brookline High School Expansion with Skanska in the amount of \$0.

On motion it was,

Voted to approve GMP CO # 15/ PCCO 022 for the Brookline High School Expansion with Skanska in the amount of \$0.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### CHANGE ORDER 3

Question of approving Change Order 3 for the Brookline High School Expansion- Deferred Maintenance with NB Kenney in the amount of \$18,185.

On motion it was,

Voted to approve Change Order 3 for the Brookline High School Expansion- Deferred Maintenance with NB Kenney in the amount of \$18,185.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### AMENDMENT #24

Question of approving Amendment #24 for Additional Design Services for 3rd floor Renovation of the Brookline High School Expansion with William Rawn Associates in the amount of \$387,450.

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On motion it was,

Voted to approve Amendment #24 for Additional Design Services for 3rd floor Renovation of the Brookline High School Expansion with William Rawn Associates in the amount of \$387,450

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### CHANGE ORDER #2

Question of approving change order #2 to the contract between the Gilbane Building Company and the Town of Brookline in the amount of \$5,339.00 for the Driscoll School Project for electrical and fire alarm changes requested by the Brookline Fire Department.

On motion it was,

Voted to approve change order #2 to the contract between the Gilbane Building Company and the Town of Brookline in the amount of \$5,339.00 for the Driscoll School Project for electrical and fire alarm changes requested by the Brookline Fire Department.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### AMENDMENT #2

Question of approving amendment #2 to the contract with Miller Dyer Spears, Inc. for additional survey work in the Town Hall/Library/Pierce School Garage complex for the Pierce School Project in the amount of \$26,400.00.

On motion it was,

Voted to approve amendment #2 to the contract with Miller Dyer Spears, Inc. for additional survey work in the Town Hall/Library/Pierce School Garage complex for the Pierce School Project in the amount of \$26,400.00.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### GIFT

Question of accepting a gift from The Brookline Library Foundation for the Public Library of Brookline in the amount of \$15,000 to purchase and install furniture for the newly established Children's Garden at the Brookline Village location.

On motion it was

Voted to accept a gift from The Brookline Library Foundation for the Public Library of Brookline in the amount of \$15,000 to purchase and install furniture for the newly established Children's Garden at the Brookline Village location.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### ALTERNATE MANAGER

Question of approving the application for an Alternate Manager at NETA; John Bogdan.

On motion it was,

Voted to approve the application for an Alternate Manager at NETA; John Bogdan

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

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#### TEMPORARY WINE AND MALT BEVERAGES NON SALES LICENSE

Question of approving a Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 2, 2021 for Wedding Reception from 5:30PM – 11:00PM at 15 Newton Street. 125 people expected to attend.

On motion it was,

Voted to approve a Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 2, 2021 for Wedding Reception from 5:30PM – 11:00PM at 15 Newton Street. 125 people expected to attend.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### CALENDAR

#### BEAUTIFY BROOKLINE PROGRAM PRESENTATION

Presentation and possible vote on the Beautify Brookline Program.

DPW Commissioner, Erin Gallentine made a presentation on a public private partnership program, Beautify Brookline. Improvements will be provided in various public and gateway areas. The program is intended to rebuild, restore and revitalized specific spaces along the public way. Sponsors will be acknowledged through signage.

Some board members expressed some concerns on the logistics and some local super signs that have gone awry. Should this be an advertising trade off with little oversight and commercializing the towns open spaces?

Commissioner Gallentine responded if a sponsor is not progressing in the best interest of the town, we could make some changes accordingly. She added there is a termination clause if a participant is not working out. There was a question on equity participation. Ms. Gallentine reviewed some outreach intentions.

On motion it was,

1. Voted, approval of the Beautify Brookline Program as presented by the Commissioner of Public Works and the encouragement of businesses, organizations and residents to participate in the public-private partnership as a means to support the community and build civic pride.
2. Voted to establish a Special Civic Space Beautification Fund SWC6 for the acceptance and use of donations, gifts, grants, funds and sponsorships for the improvement, maintenance and care of designated traffic circles and islands, small green open spaces, commercial areas, civic spaces, and other special spaces within and along the public right-of-way to be expended under the direction of the Commissioner of Public Works.
3. Voted, authorization to install signage in recognition of the Town's program partners and delegate authority to the Commissioner of Public Works to oversee and implement the design and installation of signage for the program. Recognition, unless requested to be anonymous, is important to many sponsors as it acknowledges the individual, business, agency or organization's contributions, and commitment to the Town. It will also encourage others to join and participate in the program.

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4. Voted, authorization for the Commissioner of Public Works to administer and amend the program and the Town Administrator to sign subsequent MOA/Agreements as reviewed and approved by Town Counsel's Office and the Commissioner of Public Works.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

##### Brookline Village Parking Benefit District Advisory Board

Emily Jacobsen is a new applicant and a Structural Engineer, and a resident of Brookline Village. She would like to see improvements to Brookline village notably for pedestrians. She noted the Starbucks pocket park and that is something that could be expanded in the area.

##### Planning Board

Arjun Mande *withdrawn*

#### GRANT OF LOCATION EVERSOURCE - PUBLIC HEARING

Question of approving the grant of location request from NStar Electric Company d/b/a Eversource Energy for permission to construct, and a location for, such a line of conduits and manholes with the necessary cables therein under the following public way:

Reservoir Road – conduit running northwesterly from existing manhole #MH18688 at the intersection with Boylston Street a distance of about 16 feet to new manhole# MH30761

Commissioner Gallentine reviewed the application. She added that no gas leaks were identified at the location.

Public hearing

Board member VanScoyoc asked if there are any public benefits and/or shadowing work attached. Emily Jacobsen asked about pedestrian friendly lighting as a benefit.

Kelly Ann Correia from Eversource added that she will refer this to their government affairs; she noted that in some instances public benefits are provided.

On motion it was,

Voted to approve the grant of location request from NStar Electric Company d/b/a Eversource Energy for permission to construct, and a location for, such a line of conduits and manholes with the necessary cables therein under the following public way:

Reservoir Road – conduit running northwesterly from existing manhole #MH18688 at the intersection with Boylston Street a distance of about 16 feet to new manhole# MH30761

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### 3.A.

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#### GRANT OF LOCATION VERIZON - PUBLIC HEARING

Question of approving the grant of location request from Verizon New England Inc. for permission to construct, and a location for, such a line of conduits and manholes with the necessary cables therein under the following public way(s):

Egmont Street – conduit easterly from existing manhole# 38/143 at the intersection with St. Paul Street a distance of about 325 feet thence turning and running southerly a distance of about 18 feet to an existing handhole.

Commissioner Gallentine reviewed the application.

James Delturrondo from Verizon added that there will be a shadow conduit installed.

Board member VanScoyoc explained that the town may need a conduit for its own purposes at some point; this allows the town to use the extra conduit if needed.

Public hearing: no speakers

On motion it was,

Voted to approve the grant of location request from Verizon New England Inc. for permission to construct, and a location for, such a line of conduits and manholes with the necessary cables therein under the following public way(s):

Egmont Street – conduit easterly from existing manhole# 38/143 at the intersection with St. Paul Street a distance of about 325 feet thence turning and running southerly a distance of about 18 feet to an existing handhole.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### BOARDS AND COMMISSIONS – APPOINTMENTS \*taken out of order

The following candidates for appointment/reappointment to Boards and Commissions:

##### Housing Advisory Board

On motion it was,

Voted to reappoint Roger Blood to the Housing Advisory Board for a term ending August 31, 2024 or until a successor can be appointed.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

##### Planning Board

On motion it was,

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Voted to reappoint Blair Hines to the Planning Board for a term ending August 31, 2024 or until a successor can be appointed.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### WARRANT ARTICLES PUBLIC HEARING

Public Hearing, discussion and possible vote on the following Warrant Articles for the November 16, 2021 Fall Town Meeting (STM1):

Warrant Article 5 - 60-64 Harvard Easement

Warrant Article 6 - Sidewalk Obstruction

Warrant Article 11 - Home Rule Quorum

Warrant Article 12 - Reso Hybrid Meeting

Warrant Article 13 - Roll call votes

Warrant Article 17 - Composting

Warrant Article 18 - Low Carbon Concrete

#### Warrant Article 5 - 60-64 Harvard Easement

Commissioner Gallentine introduced Director of Engineering and Transportation Robert King.

Rob King explained this is a housekeeping item related to work in 1997 at the student pick up and drop off location by the Pierce School. At that time, an entrance was relocated and both the town and the private parties agreed upon it. The town provided an access easement which was not documented. This article will provide that easement.

Board member Greene asked Bernard asked if it would restrict the design of the Pierce School. Mr. King responded that he is working with Town Counsel, and if modifications are needed at some point, we will work with the property owners to relocate the easement.

Attorney Jennifer Gilbert added that she will provide the Select Board with an easement agreement with language that acknowledges the Pierce School project and good faith language related to that. She explained that when the town decided to block access out of the public way, they were obligated to record it; that did not happen. When her client went to sell the property, there was no title; that is how it was recently discovered. This a housekeeping matter.

Public hearing: No speakers

The Chair closed the hearing.

#### Warrant Article 6 - Sidewalk Obstruction

Commissioner Gallentine reviewed that this article is to modify bylaw section 7.5.11 to provide amended and clarified language on sidewalk obstructions. She provided a presentation:

- Problems with overgrown foliage is the biggest citizen complaint
- Tree roots, signposts, hydrants, etc. are included but the focus of warrant is on vegetation.
- Does not explicitly prohibit vegetation sidewalk obstructions



### 3.A.

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- Amendment offers clarity to current language
- Includes additional time to become compliant in some cases
- Reviewed violations/warning/violation notice/certified letter

#### Public hearing

1. Regina Frawley spoke on the concept in small zoning areas that were built when people had only one car; we now see cars protruding onto the sidewalk with additional cars.
2. David Trevvett spoke in support as Chair of Pedestrian Sidewalk Committee. The committee worked on this extensively and submitted their findings.
3. Abby Swain noted the current bylaw is outdated and in need of updates. This revision is needed for pedestrians, wheelchairs and other mobility devices to have proper access to public sidewalks.

Board member Fernandez asked how rental properties would be managed. He added this is our responsibility as a town to provide safe passage on public ways.

Commissioner Gallentine responded if there is a condo association, they get notified. With other multi units properties, all the tenants get noticed as well as the property owner. She added that there has been an increase in compliance since that practice started.

The Chair closed the hearing.

#### Warrant Article 11 - Home Rule Quorum

Co-petitioner Bonnie Bastien reviewed the resolution that seeks home rule petition to exempt Brookline from the meeting quorum requirements that require a quorum to be in person; one of them needs to be the Chair. She explained that because of the remote access during the pandemic, there has been a significant increase in public participation.

Chair Hamilton noted the lengthy process going the Home Rule Route and although she supports the idea, but she feels taking the form of a home rule petition is the wrong way to influence; this should belong in the State Legislator. She does not disagree with the intention.

#### Public hearing

1. Sara Kaplan, Brookline's ADA Coordinator spoke in support of the article. She added that the Open Meeting Law still requires that an in person quorum are met in order for members to request virtual access. She is concerned with what will happen when the Covid emergency is lifted. In-person meetings are not practicable for those with disabilities and we need options.

Chair Hamilton closed the hearing.

#### Warrant Article 12 - Reso Hybrid Meeting

Co-petitioner Bonnie Bastien reviewed that this article is a resolution related to hybrid meetings.

### 3.A.

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The State of Emergency Open Meeting Law created increased participation in town government. A hybrid meeting approach will help those with childcare, health challenges, disabilities or others that cannot easily make in person meetings. We must not return to an inequitable path.

The article also directs the town to provide audiovisual accessibility for all public body meetings subject to Open Meeting Law (OML), and to extend the option for fully remote participation in such meetings, which would otherwise not be possible once Massachusetts' emergency OML provisions expire. She indicated that town staff would need to be trained on the technology in efforts to activate and deactivate the technology. She anticipates the startup cost for equipment, installation and training to be \$160k, and an addition \$70k for two staff people for off- hours assistance. Federal ARPA funds could support some of these requests.

Board member VanScoyoc noted that remote access is here to stay. He is concerned of going too far down the road in deciding for others that this is how you should do it. Here is where you put cameras, how many people to hire; this is an evolving situation that we need to figure out as we go.

Ms. Bastien added the article does not prescribe the staffing.

Chair Hamilton supports a hybrid meeting option but the sticking point is in the how. We hear that staff is overtaxed, and this article is seeking real money that we will need to find. She is concerned should this article pass there would be an expectation that this will happen very soon, which is not likely. She added there are many town Boards and Commissions that are not staff supported, and it may be a lot to ask our volunteers to train on technology; this could deter some committee members.

It was discussed that remote meetings have been in PILOT mode for some time; we have seen the benefits and drawbacks. A hybrid meeting has not yet been utilized. How does the town make the commitment long term. The board also discussed the financial commitments, staffing and training. It was also noted that ARPA funds could be used to purchase the technology. A conference room would need to be secured whether or not anyone shows up in person.

Public hearing:

1. Kate Silbaugh spoke in support of remote participation because it is more inclusive. She also spoke about transparency issues that are created when meetings are done online. People are deliberating on their phones etc.; and that is not transparent.

The Chair closed the hearing.

#### Warrant Article 13 - Roll call votes

Co-petitioner Mike Toffel reviewed that this article amends the bylaws requiring all votes taken by all public bodies be recorded roll call votes. This is to provide simple transparency and accountability measures. He indicated that the Select Board already practices this.

The board discussed recourse; what happens if a committee is not in compliance.

Mr. Toffel added many boards post minutes months after their meeting occurred. A remedy would be that the Select Board work with staff to change practices and address noncompliance immediately. In remote meetings, a roll call is required. It was noted that minute approval can be an unanimous vote.

### 3.A.

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Board member Aschkenasy offered Otter a program that transcribes meetings. There could be easy solutions to make this doable; she supports the article.

Public hearing

2. Regina Frawley spoke on an incident when a committee did not follow proper protocol and decline to rectify it. Committee Chairs should get instructions on what is expected of them.
3. Neil Gordon noted that the Advisory Committee has adopted this practice. There are many small committees so this task should not be onerous. He feels that a unanimous vote should suffice.
4. David Trevvett noted as a committee member he does not have the ability to post minutes on the town's website. He must submit them to staff and staff is shorthanded.
5. Mr. Toffel responded the language includes except when approving minutes or at discretion of the chair administrative matters.

Board member VanScoyoc asked why this has to be a bylaw; why not sit down and talk to those not in compliance.

Chair Hamilton closed the hearing.

Warrant Article 17 – Composting

Co-petitioner Paul explained that Brookline has a zero waste framework recently drafted by the Department of Public Works. It was noticed that the timeframe is divided by three years, some with a 20-year initiative. One implement is mandatory composting which he believes will start in 2024-2026. This article asks the town to sponsor an initiative to do this earlier. Convene a public body to research and submit a plan to bring this initiative forward in the framework plan.

Co petitioner Douglas Plante reiterated the focus is to advance this goal.

Chair Hamilton noted, in summary you are urging someone else to figure out why we are holding off implementation of a program.

Paul Hsieh responded we are not saying you are avoiding doing this; only that it could be started sooner rather than later. It may be worth convening a panel of people to look into it. The Solid Waste Advisory Committee indicated they do not have the bandwidth to work on this, so perhaps another volunteer committee could be formed to work with SWAC.

Board member Aschkenasy added a private entity might have done this kind of research already. This may be worth exploring.

Commissioner Gallentine responded that the DPW is in full support of expanding organic collection. A framework has been established to work together with SWAC and establish long-term goals in order to move the needle. There is a tremendous amount of work to do. They remain committed to this and made a commitment this year to look at full composting in all the schools, which is a huge initiative. This part of the big picture vision and she does not feel this is the right time to do this. We need to increase staff and backfill vacancies. She acknowledged that climate change is time sensitive, but we need to do

### 3.A.

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this over time and successfully. She worries the DPW will be put in a position to do something they are not able to implement. This article takes our work plan in middle of projection and pulls it out front.

Public comment

1. Regina Frawley spoke on the cost of the composting bins and those not able to get one should not be punished; some may not be able to comply.
2. Neil Gordon spoke in support; no question DPW works hard, and noted that the original warrant draft had more mandated language that was removed. If any dates are too tight they can be amended. This only urges research and reporting.

Board member Fernandez feels this article may not be as strongly written as could be. It is specific and is not viewed as endorsed by the DPW. The petitioner's goal is to urge others to move this forward, are there any commitments from other entities; can we direct SWAC to engage in the investigation or provide a consultant to work on this?

Mr. Hsieh reiterated that we are calling for the town to appoint a group to prepare a concrete proposal. Until there is something concrete, people can't vote on it. We are trying to provide models that will work; we can't get behind a plan if there is not one.

Board member Greene noticed that an occurring theme is we do not have enough staff to do a,b,c. At some point, the town is going to have to come up with a plan to fully staff the town. We are operating on a small town model with the demand of all the things asked of us. This comes up in every aspect in town government and needs to be addressed.

Board member VanScoyoc offered an approach to private entries to see if they can expand their customer base. There will be some that can't afford the service and we will need to figure out how to support that. He suggested using water rates to fund the program. If you are not composting, it goes into the kitchen sink disposal which is not a good thing.

Chair Hamilton added she is troubled that staff is working on the issue with a plan in place, and this disrupts that. Funding is also a concern.

Mr. Hsieh responded he believes there are people in the community that could work on this.

The Chair closed the hearing.

#### Warrant Article 18 - Low Carbon Concrete

Petitioner Ira Krepchin reviewed that this article calls on the town to use low carbon concrete to help achieve its town's goals to reduce its carbon footprint. Concrete is the biggest source of carbon, each ton adds together 7-10% worldwide gas emissions. He reviewed various research and environmental reports that support the article and reflect on the increase of greenhouse gas emissions caused by cement and concrete.

*That the Town of Brookline use currently available low-carbon concrete products wherever feasible and encourage developers to do the same for any new construction. For this proposal, low-carbon products are defined as those that produce at least 10 percent less carbon dioxide emissions in their production and use than products made with conventional Portland cement. The town will also provide a low-carbon fact sheet to potential bidders.*

### 3.A.

In Select Board

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*BE IT FURTHER RESOLVED THAT the Town recycle old concrete wherever possible.*

Commissioner Gallentine indicated that the DPW has been thinking about these goals.

Rob King, Director of Engineering added that he has had a conversation with DPW staff to determine if they can source the material and install it safely; this will be a test, if it works great we will have a test point, if not we go from there. They hope to test it before the season ends to see how it holds up in the winter months.

Kevin Johnson, Director of Highways added he has researched present vendors that are currently making different batches for low carbon concrete. At this point, they are at 16% reduction, which is a little more than the article is asking for. Price cost is about the same per yard as we are paying now. Their goal to do a stretch of sidewalk to see both our standard spec now against the low carbon concrete and see how it reacts over the winter.

Public comment:

Lisa Cunningham asked if this article addresses buildings as well. Mr. Krepchin responded yes. Ms. Cunningham noted that buildings are 2/3 carbon emissions, here we can achieve carbon reduction using low carbon concrete.

The Chair closed the hearing

There being no further business, the Chair ended the meeting at 10:00 pm

ATTEST

3.A.

In Select Board  
09/28/2021  
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Leigh Jackson  
Director of Recreation

September, 30, 2021

Dear Select Board:

I am writing today to request an update to the language of a motion and vote by the Select Board on May 15, 1990 relating to "Fund 298", approval and the acceptance of gifts to the Recreation Department, in accordance with the provisions of General Laws Chapter 44, Section 53 A. I request for your approval a *strikethrough* of the language "for the summer of 1990."

Additionally, I humbly request your authorization to accept four donations from local residents for the Recreation Therapy Division as noted below. We are grateful for these families who continue to support our Recreation Therapy Division, and thereby its' programs.

Donation Details

- Bill and Sue Adams - \$50
- Molly Adams - \$20
- Michael and Susan Weiner - \$50
- Zack Weiner - \$25

Additionally, today I request your authorization to accept (2) EEC ARP Grants in the total of \$104,147.00 for Soule Early Childhood Education (\$85,080) and Recreation's After School Program (\$19,067.00). The breakdown of each division grant application and approval details below.

EEC Grant Details

All child care programs licensed as of March 11, 2021 and open at the time of application are eligible, including programs that do not accept state child care subsidies. Funded programs may also be eligible if run by a private school. Eligible programs can apply here for up to six months of monthly stipends. Applications will be accepted on a rolling basis. Programs should complete the full application to request funds and then confirm or update application information each month to continue receiving monthly payments. Programs should apply for this grant during the first month in the grant period (beginning in July 2021) that they

### 3.B.

are open and serving families. For example, programs that are not open in the summer should submit their application to start in September.

ARPA Child Care Stabilization Grant funds may be used for one or more of the purposes below. Personnel costs, benefits, premium pay, and recruitment and retention Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance Personal protective equipment, cleaning and sanitation supplies and services, or training and Professional development related to health and safety practices

- EEC ARP Grants for After School Program (Total = \$19,067; 4,766.67 \* 4 months) and
- Soule Early Childhood Education (Total = \$85,080; \$14,180.83 \* 6 months)

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Leigh Jackson', with a long horizontal flourish extending to the right.

Sincerely,  
Leigh Jackson  
Recreation Director





TOWN of BROOKLINE  
*Massachusetts*

BOARD OF SELECTMEN

RICHARD T. LEARY  
Town Administrator

May 15, 1990

IN BOARD OF SELECTMEN

On motion, it was unanimously

VOTED: To approve the acceptance of gifts to the Park and Recreation Department, the expenditure of said funds for recreation programs in connection with the various programs for the summer of 1990, in accordance with the provisions of General Laws Chapter 44, Section 53A, and in connection therewith, it was further unanimously

VOTED: To establish a special account in accordance with the provisions of said Chapter 44, Section 53A.

A t t e s t :

*Richard T. Leary*  
Town Administrator

Recreation  
Comptroller

### 3.B.

**From:** Gerry Kelly  
**Sent:** Thu, 23 Sep 2021 18:04:11 +0000  
**To:** Leigh M. Jackson  
**Subject:** FW: Donation Question  
**Attachments:** SL02 PARK & REC GIFTS.pdf

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**From:** Jan LaVoie <[jlavoie@brooklinema.gov](mailto:jlavoie@brooklinema.gov)>  
**Sent:** Wednesday, September 22, 2021 4:21 PM  
**To:** Gerry Kelly <[gkelly@brooklinema.gov](mailto:gkelly@brooklinema.gov)>; Melissa Goff <[mgoff@brooklinema.gov](mailto:mgoff@brooklinema.gov)>  
**Subject:** FW: Donation Question

Hi Gerry,

We have an old fund for Park and Rec gifts that has been inactive for some time. Let's re-activate the fund, SL02, see attached BOS vote from May, 1990.

When Leigh goes before the SB to have the donations accepted, *all donations must be accepted regardless of amount*, she should have the language of the fund changed to remove the reference to "for the summer of 1990". All future accepted donations can be deposited to and expended from SL02.

Does this work for everyone?

Thanks,

Jan

---

**From:** Michael DiPietro <[mdipietro@brooklinema.gov](mailto:mdipietro@brooklinema.gov)>  
**Sent:** Wednesday, September 22, 2021 4:04 PM  
**To:** Jan LaVoie <[jlavoie@brooklinema.gov](mailto:jlavoie@brooklinema.gov)>  
**Subject:** RE: Donation Question

Yes that sounds best.

---

**From:** Jan LaVoie <[jlavoie@brooklinema.gov](mailto:jlavoie@brooklinema.gov)>  
**Sent:** Wednesday, September 22, 2021 4:00 PM  
**To:** Michael DiPietro <[mdipietro@brooklinema.gov](mailto:mdipietro@brooklinema.gov)>  
**Subject:** RE: Donation Question

**From:** Michael DiPietro <[mdipietro@brooklinema.gov](mailto:mdipietro@brooklinema.gov)>  
**Sent:** Wednesday, September 22, 2021 3:49 PM  
**To:** Jan LaVoie <[jlavoie@brooklinema.gov](mailto:jlavoie@brooklinema.gov)>  
**Subject:** RE: Donation Question

### 3.B.

I suppose it's generic enough, wish it didn't say summer of 1990. I know!

But it was for general gifts for rec programs. They don't have any other existing gift account rather than have another? Not really. We have deposited private grant revenue to the 482010 object in SL04 after it was accepted by the SB.

What if we have Leigh go before the SB to have these accepted into fund SL02 and have them update the language so that any gifts/donations can be deposited there. All donations should be accepted by the SB regardless of amount.

---

**From:** Jan LaVoie <[jlavoie@brooklinema.gov](mailto:jlavoie@brooklinema.gov)>  
**Sent:** Wednesday, September 22, 2021 3:39 PM  
**To:** Michael DiPietro <[mdipietro@brooklinema.gov](mailto:mdipietro@brooklinema.gov)>  
**Subject:** FW: Donation Question

Hi,

What do you think about re-activating fund SL02 for these small donations?

Attached is the original BOS vote.

---

**From:** Gerry Kelly <[gkelly@brooklinema.gov](mailto:gkelly@brooklinema.gov)>  
**Sent:** Wednesday, September 22, 2021 3:33 PM  
**To:** Melissa Goff <[mgoff@brooklinema.gov](mailto:mgoff@brooklinema.gov)>; Jan LaVoie <[jlavoie@brooklinema.gov](mailto:jlavoie@brooklinema.gov)>  
**Subject:** Donation Question

Hello Melissa and Jan:

We have received a couple of donations from residents for our Therapeutic Rec division and Leigh was going to eventually get on the SB agenda to get approval to accept, but I wanted to check in with you to see if all donations need to go in front of the SB or is there a monetary limit it needs to hit before going to SB. We have 4 checks and the highest amount is for \$50.00.

Thank you!

Gerry Kelly  
Business Manager

### 3.B.

Brookline Recreation

133 Eliot Street

Brookline, MA 02467

Website [www.brooklinerec.com](http://www.brooklinerec.com)

Phone (617)730-2069



# Memorandum

**To:** Supt Mark Morgan  
**CC:**  
**From:** Lt Paul J. Cullinane  
**Date:** 9/24/2021  
**Re:** Raesia Straker/Alternate Manager NETA

---

Sir,

Ms. Raesia Straker, [REDACTED], has submitted an application to be approved as an Alternate Manager/Marijuana Dispensary. Ms. Straker, a Massachusetts native has been employed by New England Treatment Access (NETA) since September 2021. She has six years of previous management experience in other retail sales industries.

A check of his Criminal History Record reveals no disqualifying information, and an in-house check of her name reveals no significant occurrences. She has also submitted two letters of recommendation

Ms. Straker appears to be a suitable applicant for employment as an Alternate Manager at New England Treatment Access (NETA).

# Raesia Straker

Boston, MA | [REDACTED]

*Seeking opportunities with organizations that share my passion for relationship-building, community engagement, operational excellence and cultivation of the guest experience.*

## EXPERIENCE

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### ASSISTANT STORE MANAGER | NEW ENGLAND TREATMENT ACCESS

**SEP 2021- PRESENT | BROOKLINE, MA**

Drive the delivery of exceptional service in every patient and customer interaction. Respond to negative patient/customer experience by actively de-escalating the situation and empowering Store Guides to resolve as needed.

Build a team of passionate, knowledgeable Store Guides by training/coaching on product knowledge, customer service techniques, in-store operations and upcoming promotions. Partner with Logistics Department to ensure schedules always provide for optimal store coverage according to patient/customer traffic.

### CLIENT SERVICES MANAGER | GUCCI

**JUN 2021- SEP 2021 | WRENTHAM, MA**

Provide an exceptional customer service experience while upselling knowledge of products as well as Gucci history and heritage. Achieve or exceed monthly and seasonal individual and store sales goals, enhancing/developing the business by ensuring the highest level of customer service and quality of sales.

### OPERATIONS MANAGER | CLUB MONACO

**DEC 2020- MAY 2021 | BOSTON, MA**

Work to build and maintain Client/Retailer partnerships while managing ongoing client goals and KPI objectives.

Manage sales, profit and operational expenses for Prudential location. Manage day-to-day store operations including inventory management, sales generation, and payroll. Manage scheduling and payroll for team; conduct performance evaluations, promotions and terminations when necessary. Monitor KPI's and adjust the focus of improvement efforts as necessary to meet target goals. Monitor all orders, shipments, service, inventory, and points of sale (POS) to maximize open-to-buy.

### COMMUNITY RELATIONS COORDINATOR & ASSOCIATE DIRECTOR | ROOTS

**SEP 2019- APR 2020 | CHICAGO, IL**

Reporting directly to the VP of Operations and Chief Ecommerce Brand Experience Officer, implemented new loyalty strategies and retention programs to drive traffic to United States stores. Successfully networked to build trusting relationships with external and internal partners. Managed Event Calendar and \$100,000 budget for social activations in the Boston, Chicago, Washington DC and Park Lake City markets. Collaborated with internal and external Social Media, Marketing and Brand Experience teams to strategically position brand/products across appropriate media channels to drive volume.

### STORE DIRECTOR | ROOTS

**APR 2019-AUG 2019 | CHICAGO, IL**

Managed a team of 50+ leaders and associates to open new 12,000 Square ft. flagship in Chicago on Michigan Ave.

Leveraged leadership, interpersonal and motivational skills to recruit, onboard and retain a high performing team, with a proven record of operational excellence.

#### Accomplishments:

- o Promoted to Pilot new Community Relations Program for the United States
- o Partnered with New Store Open Team for all new store open activities in Boston, Chicago and DC Markets

### STORE DIRECTOR | ROOTS

**JAN 2019-MAR 2019 | NATICK, MA**

Contract assignment- shadowed existing leadership team in a consultant capacity to restructure and reinforce positive behaviors to deliver results in sales growth, productivity, talent development & community outreach. Retrained and realigned leadership team with the company mission, values and strategic initiatives. Delivered feedback and insights to promote collaboration & develop critical thinking capabilities with the team.

#### Accomplishments:

- o Raised YTD Conversion 300 Basis Points
- o Raised YTD Average Dollar Sale by \$8.67

**STORE DIRECTOR | ROOTS LEGENDS****MAY 2018-DEC 2018 | BOSTON, MA**

Managed new store open of Newbury St, Natick Mall and Lynnfield locations.

Leveraged leadership and motivational skills to build high performance teams, with a record of operational excellence. Seized opportunities to execute initiatives designed to improve brand engagement, expand our client base and produce solid financial results.

**Accomplishments:**

- Opened 1st Brand Immersion Experience for the Company- resulting in 5 additional installments (US & Canada)
- Introduced Roots Brand to New England- Worked directly with Senior management to generate US market insights to roll out a foreign brand to the US

**STORE DIRECTOR | FOSSIL 5TH AVE****FEB 2016-MAR 2017 | NEW YORK, NY**

Maintained highest levels of engagement across the district through personal interactions with key business stakeholders.

Drove topline sales growth &amp; brand loyalty. Facilitated quarterly store visits with upper management, board members and stockholders reviewing metric performance, leadership development operations &amp; key business initiatives.

**Accomplishments:**

- Launched remodeled brand concept flagship location
- Assigned stretch assignment to recruit, hire & onboard and product train for all Manhattan locations, replicating successful strategy executed at 5th Ave location

**STORE DIRECTOR | FOSSIL TIMES SQUARE****MAY 2015-FEB 2016 | NEW YORK, NY**

Held team accountable to deliver results: sales growth, productivity, talent development &amp; community outreach. Ensured work aligned with the company's

Mission, Vision, Values &amp; Strategic Initiatives. Shared feedback, insights &amp; ideas to promote critical thinking &amp; develop leadership capabilities with the team.

**Accomplishments:**

- Raised YTD conversion 3.8% and Average Dollar Sale \$26.00 in first six months
- Maintained the highest YTD KPIs in the Manhattan market in 2015 and 2016
- Built a robust network of talent to fill skill gaps & potential open positions focusing on developing future leaders

**STORE DIRECTOR | FOSSIL PROVIDENCE PLACE****OCT 2013-MAY 2015 | PROVIDENCE, RI**

Drove brand loyalty by empowering the team to create an elevated customer service experience. Inspired team to achieve results &amp; perform at a high level. Knowledgeable of competition &amp; market trends to positively impact business. Optimized traffic to achieve sales plan while monitoring labor to maximize productivity.

**Accomplishments:**

- Store Manager of the Year 2015 (East Region)
- Achieved Sales Plan & Comp for 2 consecutive years
- Reduced internal and external shrink by 17%
- Optimized scheduling to increase productivity and profitability

**EDUCATION**

The George Washington University: Political Science

Bunker Hill Community College: Business Management

**SKILLS**

- Retail and Digital Commerce industry experience knowledge, with a solid understanding of the retail value chain and processes
- Strong consulting skills and proven results working as a Trusted Advisor to drive business value for customers
- Exposure to the development, execution, and overview of account plans for top tier customers
- Ability to drive effective and influencing conversations at the C-level; facilitate difficult discussions and adept at handling objections
- Passionate about Customer Success
- Thought leader, strong point of view and executive presence. Confident, but not arrogant
- Urgency, Ability to move fast and drive business value and results
- Adaptable, excels in high levels of uncertainty and change



# TOWN of BROOKLINE Massachusetts

## CORI ACKNOWLEDGMENT FORM

I am an: (please check one)

- ☐ Applicant - Position: \_\_\_\_\_ Department/License: \_\_\_\_\_  
☐ Volunteer - Position: \_\_\_\_\_ Department: \_\_\_\_\_  
☒ Employee - Position: Assistant Store Manager Department: NETA Brookline  
☐ Contractor - Company Name: \_\_\_\_\_

The Town of Brookline is registered under the provisions of M.G.L. c. 6, §172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licenses, and applicants for the rental or lease of housing. As the prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS (and in the case of certain license applicants subject to fingerprint-based background checks, to the FBI). I hereby acknowledge and provide permission to The Town of Brookline to submit a CORI check for my information. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing The Town of Brookline with written notice of my intent to withdraw consent to a CORI check. For employment, volunteer, and licensing purposes only: The Town of Brookline may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that The Town of Brookline must first provide me with written notice of this check 72 hours in advance. By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgment Form is true and accurate.

[Signature]  
Applicant/Employee/Volunteer/Contractor Signature

09/08/2021  
Today's Date

### Applicant/Volunteer/Employee/Contractor Information (Please Print)

Last Name: STRAKER First Name: RAESIA MI: T

Current Address: \_\_\_\_\_

Former Address(es): \_\_\_\_\_

Maiden Name or Alias (if Applicable): N/A Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 6 digits of Social Security Number: \_\_\_\_\_

Sex: F Height: 5 ft. 8 in. Race: BLACK Eye Color: BROWN

State Driver's License Number (Include State): \_\_\_\_\_ ID Theft Index PIN\*: \_\_\_\_\_

List any other name(s) or dates of birth that appear in DCJIS's database: \_\_\_\_\_

Mother's Full Maiden Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

\*The Identify Theft Index PIN Number is not required and only for those applicants who have been issued an Identify Theft Index PIN Number by the DCJIS. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the Accuracy of the CORI request process.

### \*\*\*For Official Use Only\*\*\*

I certify that the foregoing person was identified in conformity with Town Policy using the following form of acceptable government-issued identification: (List ID Type) ☐ State Drivers License ☐ State Issued ID w/Photo ☐ Passport  
☐ U.S. Military I.D. ☐ High School ID Card ☐ Other (obtain HR approval): \_\_\_\_\_

Signature of CORI-Authorized Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Position of CORI-Authorized Employee: \_\_\_\_\_



**ALTERNATE MANAGER  
RECOMMENDED IN  
TOWN LIQUOR LICENSE POLICIES**

(1) APPLICATION DOES NOT NEED TO BE FILLED OUT ON LINE WITH ABCC

(2) APPLICATIONS AVAILABLE IN THIS OFFICE (SEE ATTACHED)

☒ b. Alternate Manager's Form with attachments

☒ i. Cori Release Form (see attached policies)

☐ ii. Fingerprinting (see attached information)

☐ iii. Three (3) signed letters of reference (Board of Directors)

iv. Vote of Corporation

☒ v. Valid Identification (State driver's license, passport, etc)

~~vi. TN-PERSON class for the safe service of alcohol certification~~

☒ vii. Proof of Citizenship (birth certificate/passport/naturalization papers/  
voter registration).

~~viii. Crowd Manager Certification from the Massachusetts Department of  
Fire Services (Manager of Record - If there is a bar regardless of  
number)~~

## TOWN OF BROOKLINE

ALL PROPOSED MANAGERS ARE REQUIRES TO COMPLETE A PERSONAL INFORMATION FORM (ATTACHED) AND SUBMIT A COPY PF THE CORPORATION VOTE AUTHORIZING THIS ACTION AND ALTERNATE MAANGER.

Legal Name of Licensee: Raesin Steakhouse Business Name (dba): New England Access Treatment LLC

Address: 1100 Washington Street

City/Town: Brockline State: MA Zip: 02445

ABCC License Number:                      Phone Number of Premises:                     

(if existing licensee)

A. Name: Raesia Straker B. Cell Phone Number: [REDACTED]

C. List the number of hours per week you will spend on the licensed premises: 40

A. Are you a U.S. Citizen: Yes ☒ No ☐ B. Date of Naturalization: \_\_\_\_\_

C. Court of Naturalization: \_\_\_\_\_

(Submit proof of citizenship and/or Naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes ☐ No ☒

If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that Have been suspended, revoked or cancelled? Yes ☐ No ☒

If yes, please describe:

C. have you ever been the Manager of record of a license that was issued by this Commission? Yes ☐ No ☒

If yes, please describe:

D. Please list your employment for the past ten years (Date, Position, Employer, Address, and Telephone:

Gucci (06/2021-09/2021, Manager, 1 Premium Outlets Blvd Wrentham MA, 774-307-4840)  
Club Monaco (12/2020-06/2021, Manager, 800 Boylston St. Boston MA, 617-262-2658)  
Roots (05/2018-04/2020, Store Manager, 1400 Castlefield Ave Toronto, ON 416-781-3574)  
Fossil (11/2011-03/2017, Store Manager, 901 South Central Expressway Richardson TX, 800-449-3056)

*I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:*

Signature

Date 09/08/2021

**APPENDIX A - CORI Acknowledgment Form**

I am an: (please check one)

☒  
☐  
☐  
☐

Applicant - Position: Alternate Manager Department/License: NETA ME and MTC  
 Volunteer - Position: \_\_\_\_\_ Department: \_\_\_\_\_  
 Employee - Position: \_\_\_\_\_ Department: \_\_\_\_\_  
 Contractor - Company Name: \_\_\_\_\_

The Town of Brookline is registered under the provisions of M.G.L. c. 6, §172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licenses, and applicants for the rental or lease of housing. As the prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS (and in the case of certain license applicants subject to fingerprint-based background checks, to the FBI). I hereby acknowledge and provide permission to The Town of Brookline to submit a CORI check for my information. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing The Town of Brookline with written notice of my intent to withdraw consent to a CORI check. For employment, volunteer, and licensing purposes only: The Town of Brookline may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that The Town of Brookline must first provide me with written notice of this check 72 hours in advance. By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgment Form is true and accurate.

Applicant/Employee/Volunteer/Contractor Signature

09/08/2021

Today's Date

**Applicant/Volunteer/Employee/Contractor Information (Please Print)**

Last Name: Straker First Name: Raesia MI: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Former Address(es): \_\_\_\_\_  
 Maiden Name or Alias (If Applicable): N/A Place of Birth: Boston, MA  
 Date of Birth: \_\_\_\_\_ Last 6 digits of Social Security Number: \_\_\_\_\_  
 Sex: Female Height: 5 ft. 8 in. Race: Black Eye Color: Brown  
 State Driver's License Number (Include State): \_\_\_\_\_ ID Theft Index PIN\*: \_\_\_\_\_  
 List any other name(s) or dates of birth that appear in DCJIS's database: N/A

Mother's Full Maiden Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

\*The Identify Theft Index PIN Number is not required and only for those applicants who have been issued an Identity Theft Index PIN Number by the DCJIS. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the Accuracy of the CORI request process.

**\*\*\*For Official Use Only\*\*\***

I certify that the foregoing person was identified in conformity with Town Policy using the following form of acceptable government-issued identification: (List ID Type)

Signature of CORI-Authorized Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Position of CORI-Authorized Employee: \_\_\_\_\_



LICENSE INTERVIEW FORM

TYPE OF LICENSE APPLYING FOR: Alternate Manager's License

NAME: Raesia Straker

ADDRESS: [REDACTED]

EMAIL ADDRESS: Rstraker@netacare.org

PHONE #: [REDACTED]

PLACE OF BIRTH: Boston, MA

FATHER'S NAME: [REDACTED]

MOTHER'S MAIDEN NAME: [REDACTED]

ARE YOU A CITIZEN?

YES

☐

NO

☐

ALIEN CARD #

ARE YOU A VETERAN:

YES

☐

NO

☒

RESIDENCES FOR LAST FIVE YEARS

DATE

DATE

DATE

DATE

DATE

**EDUCATION**

<b>DATE:</b> 2008-2010	<b>LOCATION:</b> Bunker Hill Community College
<b>DATE:</b> 2007-2008	<b>LOCATION:</b> The George Washington University
<b>DATE:</b> 2003-2007	<b>LOCATION:</b> Wayland High School
<b>DATE:</b>	<b>LOCATION:</b>

**EMPLOYMENT HISTORY**

<b>DATE:</b> 06/2021-09/2021	<b>LOCATION:</b> Gucci	<b>POSITION:</b> Manager
<b>DATE:</b> 12/2020-06/2021	<b>LOCATION:</b> Club Monaco	<b>POSITION:</b> Manager
<b>DATE:</b> 05/2018-04/2020	<b>LOCATION:</b> Roots	<b>POSITION:</b> Store Manager
<b>DATE:</b> 11/2011-03/2017	<b>LOCATION:</b> Fossil	<b>POSITION:</b> Store Manager
<b>DATE:</b>	<b>LOCATION:</b>	<b>POSITION:</b>

<b>SIGNATURE:</b> 	<b>DATE:</b> 09/08/2021
---	-------------------------

**(PLEASE SUBMIT THREE CHARACTER REFERENCES WITH APPLICATION)**

**YANN ECHELARD, PH.D.**

**09/07/2021**

Melvin A Kleckner  
Town Administrator  
Town of Brookline  
333 Washington St.  
6<sup>th</sup> Floor  
Brookline, MA 02445

**Dear Mr. Kleckner,**

I'm writing this letter on the behalf of Raesia Straker.

I have known Raesia Straker for a bit more than 1 year. I have met her through a mutual acquaintance and since then have seen her frequently and come to know her well and appreciate her friendship.

I have found Raesia to be efficient, detail-oriented, and extremely competent. She is very organized, and never misses a deadline or forgets a commitment. Raesia has great experience with public-facing work. She has had several retail positions with increasing responsibility. A testimony to her dedication and her professionalism. Raesia is also incredibly helpful – for example, when she learned that I needed to have surgeries, she volunteered to pick me up at the hospital post-surgery. She has been a great resource to her mother and her 2 brothers.

In summary, I highly recommend Raesia for any position or endeavor that she may seek to pursue. She will be a valuable asset to any organization where dealing with the public is important.

If you have any questions, please do not hesitate to contact me.

Sincerely,



**Yann Echelard, PH.D.**

Xavier Martinez

SEPTEMBER 13, 2021

**Melvin A Kleckner**

**Town Administrator**

**Town Of Brookline**

**333 Washington St.**

**6<sup>th</sup> Floor**

**Brookline, Ma 02445**

Dear Mr. Kleckner,

I am writing a character reference for Raesia Straker. I recruited Raesia 10 years ago while recruiting for a new concept store for Fossil, Newbury St. in Boston Ma. She was the perfect candidate that I wanted to be a part of building a brand. Through my interaction with her at the store where I met her, I knew I wanted her to be a part of my team. Professionalism, charisma, drive and authenticity are things that are hard to come by these days. She had all those qualities and more.

Throughout the 10 years I have known Raesia both at work and as we have become friends, I have seen her grow into a strong, knowledgeable person and leader. Her passion for establishing genuine connections and a true curiosity for getting to know people and relate to them is what helps her not only build brands but build communities. Through her community projects in Chicago and her leadership roles in NYC I could not be more proud of who she is; as a person and a leader.

Someone like Raesia or as a dear friend call her "Rae" is an asset to any community because her passion goes beyond the four walls of her job and into the outside world. I am excited for Rae to have accepted a role in your community and I know she will represent not only herself but Brookline with pride and passion.

Warm regards,

A handwritten signature in black ink, appearing to read 'Xavier Martinez', with a long, sweeping horizontal line extending to the right.

**Xavier Martinez**

**INDEPENDENT FINANCIAL CONSULTANT**

Tuesday, September 14, 2021

Melvin A Kleckner  
Town Administrator  
Town of Brookline  
333 Washington Street 6<sup>th</sup> FL  
Brookline, MA 02445

Dear Mr. Kleckner,

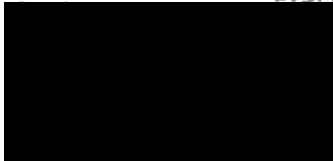
I am preparing this letter on behalf of Raesia Straker. I have known Ms. Straker from birth and she is a very Mature, Intelligent and Responsible Young Lady who takes her employment as a Manager very seriously.

Ms. Straker has been in Management for several years and her Employers have promoted and moved her from State to State as a result of her professional and ability to Manage Retail Establishments.

Ms. Straker would be an excellent Manager for your Dispensary and you will be impressed with her Leadership and ability to get things done as she is a Proactive Thinker and always has the best interest of the company in mind when making Managerial decisions.

Should you have any questions or need to discuss my relationship with Raesia any further do not hesitate to contact me. I have noted my contact information below for your use.

Sincerely,





September 7, 2021

Melvin A. Kleckner  
Town Administrator  
Town of Brookline  
333 Washington Street  
6<sup>th</sup> Floor  
Brookline, MA 02445

RE: Letter of Reference for Raesia T. Straker

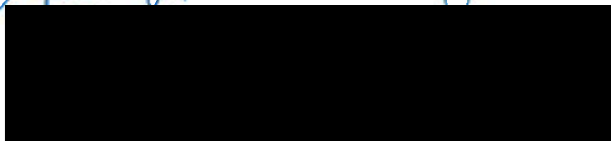
Dear Mr. Kleckner,

I consider myself very fortunate to know and to have watched Miss Raesia Straker grow into the intelligent, self –driven young woman that she has become today, as I have known her all of her life.

Raesia is a well-rounded talented individual, who is hard working, professional, organized, detail-oriented, flexible, goal driven, social and respectful. Raesia excels in anything that she commits to and is a born leader as she has exhibited that in not only her previous work experiences, but in her day to day life and never hesitates to assist anyone in need.

Miss Straker would be a great asset to add to your team and organization as I highly recommend that you hire Miss Straker for any position that she applies. If you need further information, please do not hesitate to contact me.

Sincerely,





**VOTE OF CORPORATION**

DATE: \_\_\_\_\_

AT A MEETING OF THE BOARD OF DIRECTORS OF \_\_\_\_\_

\_\_\_\_\_

HELD AT: \_\_\_\_\_ ON: \_\_\_\_\_

IT WAS DULY VOTED THAT THE CORPORATION APPLY TO THE LICENSING BOARD FOR THE  
TOWN OF BROOKLINE FOR A

\_\_\_\_\_

(TYPE OF LICENSE)

FOR THE YEAR \_\_\_\_\_ TO BE EXERCISED ON THE PREMISES LOCATED AT

\_\_\_\_\_

VOTED: TO AUTHORIZE \_\_\_\_\_ TO  
SIGN

THE APPLICATION FOR THE LICENSES IN THE NAME OF \_\_\_\_\_

\_\_\_\_\_ AND TO EXECUTE ON ITS  
BEHALF ANY NECESSARY PAPERS, AND TO DO ALL THINGS REQUIRED RELATIVE TO THE  
GRANTING OF THE LICENSE.

THIS CORPORATION HAS \_\_\_\_\_ BEEN RESOLVED.

A TRUE COPY

ATTEST: \_\_\_\_\_

CLERK

## Valid Identification

To: Raesia Straker <rstraker@netacare.org>

You don't often get email from

[EXTERNAL EMAIL]

# Memorandum

**To:** Chief Mark P. Morgan  
**CC:**  
**From:** Lt Paul J. Cullinane  
**Date:** 9/24/2021  
**Re:** Kieondre Woody/ Alternate Manager MISSION

---

Sir,

Mr. Kieondre Woody, [REDACTED] has submitted an application to be approved as an Alternate Manager/Marijuana Dispensary. Mr. Woody has been employed by 4Front Ventures (MISSION) since October 2021. Prior to that, Mr. Woody has been employed in other Marijuana businesses since 2021. Mr. Woody's experience in the Marijuana industry includes Sales and Cultivation, with management experience in both.

A check of his Criminal History Record reveals no disqualifying information, and an in-house check of his name reveals no significant occurrences. He has also submitted several letters of recommendation.

Mr. Woody appears to be a suitable applicant for employment as the Dispensary Manager at 4Front Ventures DBA Mission.

Kieondre Woody  
MJ License Retailer B140815



# TOWN OF BROOKLINE

## Massachusetts

### MARIJUANA RETAILER MANAGER/ALTERNATE MANAGER APPLICATION

LICENSE NAME: Mission MA INC. DISPENSARY NAME: MISSION  
 ADDRESS: 1024 Commonwealth Ave Suite B, Brookline MA 02415

#### MANAGER INFORMATION:

NAME: Victorine Woody CELL PHONE: [REDACTED]  
 HOURS PER WEEK 40 U.S. CITIZEN YES NO  
 CCC CREDENTIAL NUMBER B140815

#### BACKGROUND INFORMATION:

A. Do you now, or have you ever, held a direct or indirect, beneficial or financial interest in a Marijuana Dispensary? YES NO  
 If Yes, please describe: \_\_\_\_\_

B. Have you ever been a Manager of Record of a Marijuana Retail License which has been suspended, revoked or cancelled? YES NO

C. Please list your employment for the past ten years (Dates, Employer, Position Held) C

Livwell enlightened Health	January 2014 - March 2015	Sales floor lead
Lucy Sky Cannabis Boutique	March 2015 - August 2015	Lead Associate
Kind Love Processing	August 2015 - February 2016	Processor/Trimmer
Medically Correct, LLC	February 2016 - August 2018	Assistant Head Brewer
CuraLeaf	Assistant general manager	August 2018 - November 2020
4 Front Ventures	Assistant general manager	10/24/21 - Present



3.D.

**TOWN OF BROOKLINE**  
*Massachusetts*

**MARIJUANA RETAILER  
MANAGER/ALTERNATE MANAGER  
LICENSE INTERVIEW FORM**

LICENSE TYPE Retail Marijuana Establishment

NAME: Kicouare Woody  
ADDRESS: [REDACTED] [REDACTED] [REDACTED]  
CITY/TOWN: Boston  
E-MAIL: Kicouare.Woody@MissionLan.com  
CELL PHONE: [REDACTED] [REDACTED] [REDACTED]  
PLACE OF BIRTH: [REDACTED] [REDACTED]  
FATHERS NAME: [REDACTED] MOTHERS NAME (MAIDEN): [REDACTED]  
UNITED STATES CITIZEN STATUS: YES NO  
VETERANS STATUS: YES NO

RESIDENCES (LAST FIVE YEARS):


EDUCATION:

Geneva	high school	2006 - 2010
ONONDAGA	COMM college	2010 - 2012

EMPLOYMENT HISTORY: Submitted on 1st Page

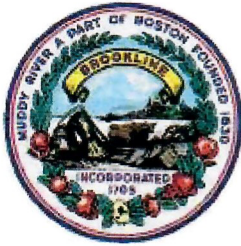
[illegible]

DATE:

Carlo lookner

Jim Klotz

Thomas Kłowski



## TOWN OF BROOKLINE

*Massachusetts*

MARIJUANA RETAILER  
MANAGER/ALTERNATE MANAGER  
LICENSE INTERVIEW FORM

LICENSE TYPE Marijuana Establishment (Retailer)NAME: Thomas Carlo Light-Lookner

ADDRESS: [REDACTED]

CITY/TOWN: [REDACTED]

E-MAIL: carlo.lookner@missioncan.com

CELL PHONE: [REDACTED]

PLACE OF BIRTH: [REDACTED]

FATHERS NAME: [REDACTED]

MOTHERS NAME (MAIDEN): [REDACTED]

UNITED STATES CITIZEN STATUS:

☒ YES☐ NO

VETERANS STATUS:

☐ YES☒ NO

RESIDENCES (LAST FIVE YEARS):

1. [REDACTED]

2. [REDACTED]

EDUCATION:

B.A. University of North Carolina - Wilmington - Management - 2009 Grad





# TOWN OF BROOKLINE

*Massachusetts*

## MARIJUANA RETAILER MANAGER/ALTERNATE MANAGER APPLICATION

LICENSE NAME: Mission MA Inc. DISPENSARY NAME: Mission Brookline  
ADDRESS:

### MANAGER INFORMATION:

NAME: Thomas "Carlo" CELL PHONE NUMBER: [REDACTED]  
Light - Lookner  
HOURS PER WEEK 45-50 U.S. CITIZEN ☒ YES ☐ NO  
CCC CREDENTIAL NUMBER B127027

### BACKGROUND INFORMATION:

- A. Do you now, or have you ever, held a direct or indirect, beneficial or financial interest in a Marijuana Dispensary? YES ☒ NO  
If Yes, please describe: \_\_\_\_\_
- B. Have you ever been a Manager of Record of a Marijuana Retail License which has been suspended, revoked or cancelled? YES ☒ NO
- C. Please list your employment for the past ten years (Dates, Employer, Position Held)

1. Mission Dispensaries / 4 Front Ventures - GM - April 2019 - Present
2. Luke's Lobster - General Manager - July 2016 - April 2019
3. Greater Boston Properties - Property Manager - December 2014 - June 2016
4. Wingate Management / Operation P.E.A.C.E - Community Coordinator - February 2011 - November 2014



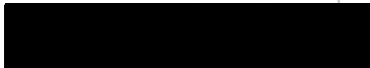
**TOWN OF BROOKLINE**  
*Massachusetts*

**EMPLOYMENT HISTORY:**


SIGNATURE: *C. 2-h* DATE: ~~08~~ 09/07/2021

**PLEASE PROVIDE THREE CHARACTER REFERENCES**

1. Luke Holden - President / owner - Luke's Lobster



2. William Horn - V.P. U.S. Trust



3. Paul Cullinane - LT. Brookline P.D.



# Memorandum

**To:** Chief Mark P. Morgan  
**CC:**  
**From:** Lt Paul J. Cullinane  
**Date:** 9/24/2021  
**Re:** Thomas Carlo Light-Lookner / Manager MISSION

Sir,

Mr. Thomas Carlo Light-Lookner (Carlo), [REDACTED], has submitted an application to be approved as the Manager/Marijuana Dispensary. Mr. Lookner has been employed by 4Front Ventures (MISSION) since April 2019. Prior to that, Mr. Lookner has been employed in other retail sales businesses.

A check of his Criminal History Record reveals no disqualifying information, and an in-house check of his name reveals no significant occurrences. He has also submitted several letters of recommendation.

Mr. Lookner appears to be a suitable applicant for employment as the Dispensary Manager at 4Front Ventures DBA Mission.

Carlo Lookner  
MJ Retail Sales License B127027

### **One Day Temporary Alcohol license**

Applicant: Karen Hasenfus  
DBA: Larz Anderson Auto Museum  
Location: 15 Newton Street

#### **Application Details:**

A Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, October 7, 2021 for Fundraiser 5:30PM – 9:00PM at 15 Newton Street. 100 people expected to attend.

#### **Report:**

Police Department (Pending)

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 30, 2021

---

May we please have a report on the attached request for:

A Temporary **Wine and Malt** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, October 7, 2021 for Fundraiser 5:30PM – 9:00PM at 15 Newton Street. 100 people expected to attend.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **ASAP**.

Thank you.



**TOWN OF BROOKLINE  
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON  
TOWN PROPERTY (NON SALES /WINE & BEER ONLY)**

Date September 30, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Fundraiser  
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
(Name of Person or Organization)

15 Newton Street, Brookline MA 02445  
(Address of Person or Organization)

On the 7th day of October, 2021

Between the hours of 5:30 PM—9:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

6 cases each wine and beer

2) What is the maximum number of people to attend? 100

3) What is the age group of people to attend? 50

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

### 3.E.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Tastings Catering (508) 875-7456

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Karen H Hasenfus  
Name Printed

\_\_\_\_\_  
Operations and Events Manager  
Title (if on the behalf of an Organization)

\_\_\_\_\_  
15 Newton St. Brookline MA 02445  
Address

\_\_\_\_\_  
(617) 522-6547  
Telephone number(s)

\_\_\_\_\_  
khasenfus@larzanderson.org  
Email address(es)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> D. Francis Murphy Insurance Agency, Inc. 50 Main Street Hudson MA 01749  License#: 471 TASTINC-01	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 978-568-8711      FAX (A/C, No): 978-567-6436 E-MAIL ADDRESS:  <table style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Hanover Insurance Company</td> <td style="text-align: center;">22292</td> </tr> <tr> <td>INSURER B : Progressive Casualty Insurance Co.</td> <td style="text-align: center;">24260</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hanover Insurance Company	22292	INSURER B : Progressive Casualty Insurance Co.	24260	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> Taste Inc. dba Tastings Caterers 5 Crestwood Dr Framingham MA 01701															

## COVERAGES

CERTIFICATE NUMBER: 53748018

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZHN515087212	5/21/2021	5/21/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$												
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			03931410-5	9/23/2021	9/23/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ 5,000 \$												
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$												
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WHN518171312	3/3/2021	3/3/2022	<table style="width: 100%;"> <tr> <td style="width: 5%;">PER STATUTE</td> <td style="width: 5%;">OTH-ER</td> <td style="width: 90%;"></td> </tr> <tr> <td></td> <td></td> <td>E.L. EACH ACCIDENT \$ 100,000</td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - EA EMPLOYEE \$ 100,000</td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - POLICY LIMIT \$ 500,000</td> </tr> </table>	PER STATUTE	OTH-ER				E.L. EACH ACCIDENT \$ 100,000			E.L. DISEASE - EA EMPLOYEE \$ 100,000			E.L. DISEASE - POLICY LIMIT \$ 500,000
PER STATUTE	OTH-ER																		
		E.L. EACH ACCIDENT \$ 100,000																	
		E.L. DISEASE - EA EMPLOYEE \$ 100,000																	
		E.L. DISEASE - POLICY LIMIT \$ 500,000																	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 For an event to take place on Thursday, October 7, 2021

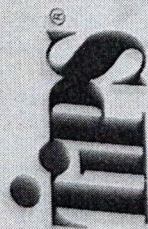
## CERTIFICATE HOLDER

## CANCELLATION

Town of Brookline 333 Washington Street Brookline MA 02445	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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eTIPS On Premise 3.1

CERTIFIED

Issued: 2/11/2021

Expires: 2/11/2024

ID#: 5426852

Bryan P Goggin

Premier Bar Service Catering

Premier Bar Service

Attn: Bryan Goggin, 36 Cabot Road

Woburn, MA 01801

For service visit us online at [www.gettips.com](http://www.gettips.com)



## **One Day Temporary Alcohol license**

Applicant: Karen Hasenfus  
DBA: Larz Anderson Auto Museum  
Location: 15 Newton Street

### **Application Details:**

A Temporary **Wine and Malt** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 9, 2021 for Wedding Reception from 5:30PM – 11:00PM at 15 Newton Street. 100 people expected to attend.

A Temporary **Wine and Malt** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Wednesday, October 13, 2021 for Corporate Dinner Reception from 5:30PM – 10:30PM at 15 Newton Street. 25 people expected to attend.

A Temporary **Wine and Malt** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, October 14, 2021 for Corporate Team Building 12:00PM – 6:00PM at 15 Newton Street. 50 people expected to attend.

A Temporary **All Alcoholic** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Friday, October 15, 2021 for Wedding Reception from 5:00PM – 11:00PM at 15 Newton Street. 120 people expected to attend.

A Temporary **All Alcoholic** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 23, 2021 for Retirement Party 6:00PM – 11:00PM at 15 Newton Street. 100 people expected to attend.

A Temporary **All Alcoholic** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 30, 2021 for Wedding Reception 6:00PM – 11:00PM at 15 Newton Street. 75 people expected to attend.

### **Report:**

Police Department (Approved)



# BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

MARK P. MORGAN  
ACTING CHIEF OF POLICE

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 21 September 2021

RE: Temporary Wine and Malt Beverage – One Day Permit – Non-Sales – 10/09/2021  
Larz Anderson Auto Museum

---

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for Wine and Malt Beverages for a Wedding to be held on Saturday, October 9th, 2021, from 5:30 PM to 11:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 100 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by The Catered Affair, (781) 982-9333, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 16, 2021

---

May we please have a report on the attached request for:

A Temporary **Wine and Malt** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 9, 2021 for Wedding Reception from 5:30PM – 11:00PM at 15 Newton Street. 100 people expected to attend.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 29, 2021**.

Thank you.

**TOWN OF BROOKLINE  
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON  
TOWN PROPERTY (NON SALES /WINE & BEER ONLY)**

Date September 15, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Wedding Reception  
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
(Name of Person or Organization)

15 Newton Street , Brookline MA 02445  
(Address of Person or Organization)

On the 9th day of October, 2021

Between the hours of 5:30PM—11:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

4 cases each wine and beer 4 bottles each other types

2) What is the maximum number of people to attend? 100

3) What is the age group of people to attend? 35

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

### 3.E.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided The Catered Affair (781) 982-9333

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



Signature

Karen H Hasenfus

Name Printed

Operations and Events Manager

Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445

Address

(617) 522-6547

Telephone number(s)

khasenfus@larzanderson.org

Email address(es)





CATEAFF-01

EPARDEE

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 1992344 <b>Knapp, Schenck &amp; Company Insurance Agency</b> 1 India Street Suite 204 Boston, MA 02109		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (617) 742-3366 <b>FAX (A/C, No):</b> (617) 742-2832 <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Union Insurance Company <b>NAIC #</b> 25844	
		<b>INSURER B:</b> Acadia Insurance Company <b>NAIC #</b> 31325	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

INSURED

The Catered Affair, Inc.  
 P. O. Box 432  
 Hingham, MA 02043

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			CPA5314461	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MAA5314462	11/1/2020	11/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUA5314463	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCA5314464-13	11/1/2020	11/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Umbrella includes Liquor Liability

Terrorism included.

re: For an event to take place at the Larz Anderson Auto Museum on Saturday, October 9, 2021.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Brookline  
 333 Washington St.  
 Brookline, MA 02445

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.

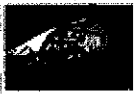
Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.

Sincerely,



Adam F. Chafetz  
HCI President



ID#: 4972109 Name: Jessica C Milliken  
Exam Date: 12/13/2018 Expiration Date: 12/13/2021

**TIPS** eTIPS On Premise 3.0  
**CERTIFIED**

Issued: 12/13/2018 Expires: 12/13/2021

ID#: 4972109

Jessica C Milliken  
The Catered Affair  
PO Box 432  
Hingham, MA 02043-0432

For service visit us online at [www.gettips.com](http://www.gettips.com)



MARK P. MORGAN  
ACTING CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 21 September 2021

RE: Temporary Wine and Malt Beverage – One Day Permit – Non-Sales – 10/13/2021  
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for Wine and Malt Beverages for a Dinner Reception to be held on Wednesday, October 13th, 2021, from 5:30 PM to 10:30 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 25 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by Boston catering and Events, (781) 938-9300, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 16, 2021

---

May we please have a report on the attached request for:

A Temporary **Wine and Malt** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Wednesday, October 13, 2021 for Corporate Dinner Reception from 5:30PM – 10:30PM at 15 Newton Street. 25 people expected to attend.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 29, 2021**.

Thank you.

**TOWN OF BROOKLINE**  
**APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON**  
**TOWN PROPERTY (NON SALES /WINE & BEER ONLY)**

Date September 15, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Corporate Dinner Reception  
 (state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
 (Name of Person or Organization)

15 Newton Street , Brookline MA 02445  
 (Address of Person or Organization)

On the 13th day of October, 2021

Between the hours of 5:30PM—10:30 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

2 cases each wine and beer 2 bottles each other types

2) What is the maximum number of people to attend? 25

3) What is the age group of people to attend? 45

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

### 3.E.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Boston Catering & Events (781) 938-9300

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



\_\_\_\_\_  
Signature

Karen H Hasenfus  
\_\_\_\_\_  
Name Printed

Operations and Events Manager  
\_\_\_\_\_  
Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445  
\_\_\_\_\_  
Address

(617) 522-6547  
\_\_\_\_\_  
Telephone number(s)

khasenfus@larzanderson.org  
\_\_\_\_\_  
Email address(es)



BSTOCAF-01

AGUINEY

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 9/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Lathrop Insurance Agency</b> 85 A Beach Street Westerly, RI 02891		CONTACT NAME: PHONE (A/C, No, Ext): <b>(401) 596-2525</b> FAX (A/C, No): E-MAIL ADDRESS:	
INSURED		INSURER(S) AFFORDING COVERAGE	
<b>Boston Cafe &amp; Catering Inc.</b> 325 New Boston St #15 Woburn, MA 01801		INSURER A: <b>Chubb</b> INSURER B: <b>Motorists Insurance Group</b> INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # <b>13331</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		D95903356	3/1/2021	3/1/2022	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b>
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			5000173390	3/1/2021	3/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			D95903368	3/1/2021	3/1/2022	EACH OCCURRENCE \$ <b>2,000,000</b> AGGREGATE \$ <b>2,000,000</b>
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	71795017	3/1/2021	3/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ <b>500,000</b> E.I. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.I. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 All operations usual and incidental to the business of the named insured

General Liability - BOP-51511 (10/18) Businessowners Liability Enhancements Endorsement For Restaurants - Additional Insured-Pursuant To Contract Or Agreement; Primary Provision; Waiver of Subrogation Required By Contract

BP0489 (01/10) Liquor Liability Coverage

SEE ATTACHED ACORD 101

## CERTIFICATE HOLDER

## CANCELLATION

Town of Brookline 333 Washington St Brookline, MA 02445	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: BSTOCAF-01

AGUINEY

LOC #: 1



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY <b>Lathrop Insurance Agency</b>		NAMED INSURED <b>Boston Cafe &amp; Catering Inc. 325 New Boston St #15 Woburn, MA 01801</b>	
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

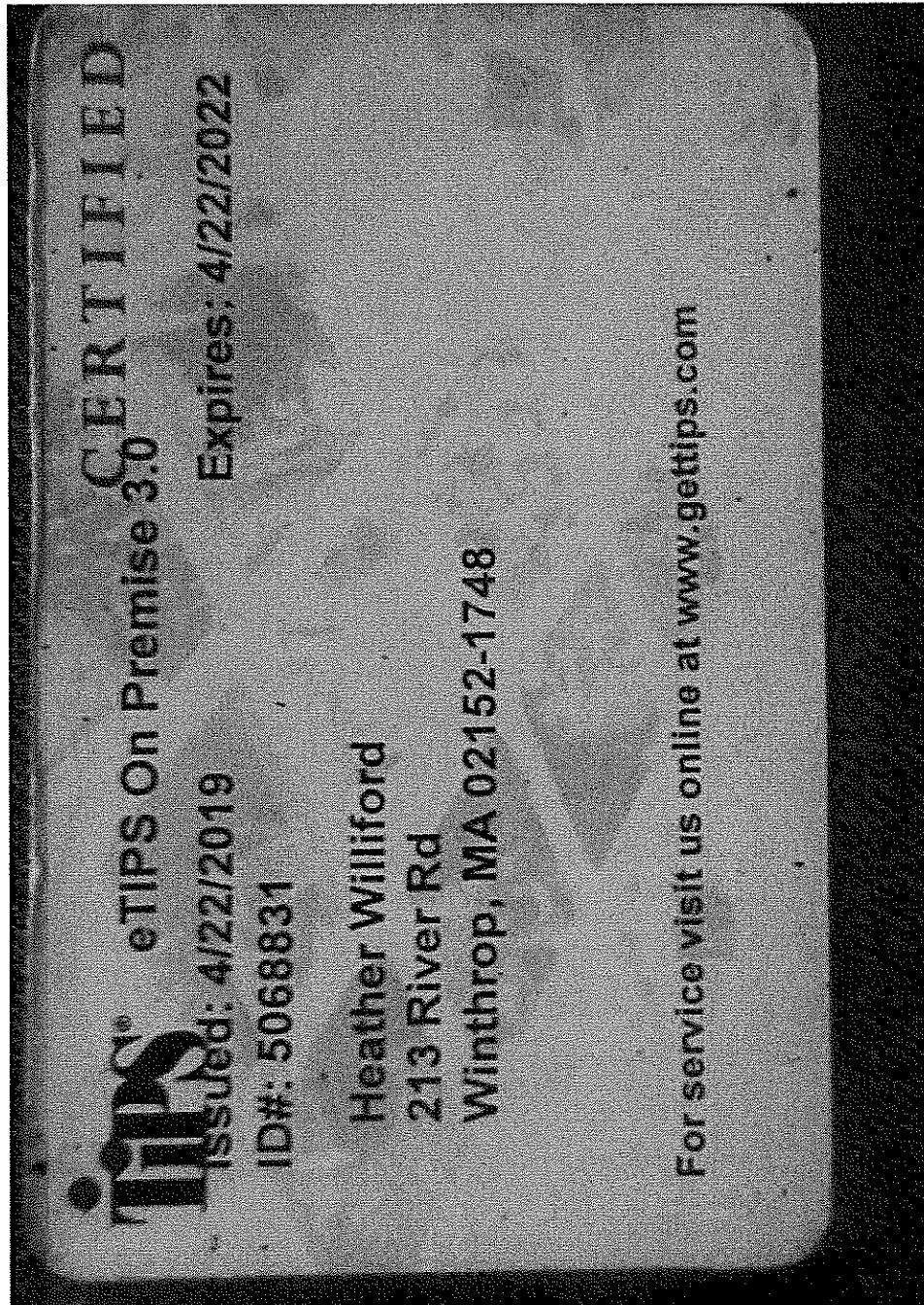
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

## Description of Operations/Locations/Vehicles:

CA CW MG 00 22 (02/19) MiChoice Commercial Auto Endorsement - Additional Insured-Automatic Status When Required In A Written Contract Or Agreement; Primary And Noncontributory; Waiver Of Transfer Of Rights Of Recovery Against Others To Us Under A Written Contract Or Agreement

Umbrella Liability - CU 00 01 (04/13) - Follow Form

For an event to take place at the Larz Anderson Auto Museum on 10/13/2021





MARK P. MORGAN  
ACTING CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 28 September 2021

RE: Temporary Wine and Malt Beverage – One Day Permit – Non-Sales – 10/14/2021  
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for a Wine & Malt Beverage license for a Corporate Team Building event to be held on Thursday, October 14th, 2021, from 12:00 PM to 6:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 50 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by The Catered Affair, (781) 982-9333, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 24, 2021

---

May we please have a report on the attached request for:

A Temporary **Wine and Malt** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on ~~Tuesday~~<sup>Thursday</sup>, October 14, 2021 for Corporate Team Building 12:00PM – 6:00PM at 15 Newton Street. 50 people expected to attend.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 28, 2021**.

Thank you.

**TOWN OF BROOKLINE  
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON  
TOWN PROPERTY (NON SALES /WINE & BEER ONLY)**

Date September 24, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Corporate Team Building  
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
(Name of Person or Organization)

15 Newton Street, Brookline MA 02445  
(Address of Person or Organization)

On the 14th day of October, 2021

Between the hours of 12:00 PM—6:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

5 cases each wine and beer 5 bottles each other types

2) What is the maximum number of people to attend? 50

3) What is the age group of people to attend? 40

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

### 3.E.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided The Catered Affair ( 781) 982-9333

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	7 Gleason Ct.	Walpole, MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



Signature

Karen H Hasenfus

Name Printed

Operations and Events Manager

Title (if on the behalf of an Organization)

15 Newton St, Brookline MA 02445

Address

(617) 522-6547

Telephone number(s)

khasenfus@larzanderson.org

Email address(es)



CATEAFF-01

EPARDEE

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 9/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 1992344 <b>Knapp, Schenck &amp; Company Insurance Agency</b> 1 India Street Suite 204 Boston, MA 02109		CONTACT NAME: PHONE (A/C, No, Ext): <b>(617) 742-3366</b> FAX (A/C, No): <b>(617) 742-2832</b> E-MAIL ADDRESS:		
INSURED  <b>The Catered Affair, Inc.</b> P. O. Box 432 Hingham, MA 02043		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: <b>Union Insurance Company</b>		<b>25844</b>
		INSURER B: <b>Acadia Insurance Company</b>		<b>31325</b>
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CPA5314461	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MAA5314462	11/1/2020	11/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUA5314463	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCA5314464-13	11/1/2020	11/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella includes Liquor Liability

Terrorism included.

re: For an event to take place at the Larz Anderson Auto Museum on Thursday, October 14, 2021

## CERTIFICATE HOLDER

## CANCELLATION

Town of Brookline 333 Washington St. Brookline, MA 02445	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---



**This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.**

**Congratulations!**

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

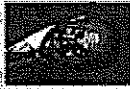
If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.

Sincerely,



Adam F. Chafetz  
HCI President

**TIPS®**



ID#: 4972109 Name: Jessica C Milliken  
Exam Date: 12/13/2018 Expiration Date: 12/13/2021



**TIPS®** eTIPS On Premise 3.0 **CERTIFIED**

Issued: 12/13/2018 Expires: 12/13/2021  
ID#: 4972109

Jessica C Milliken  
The Catered Affair  
PO Box 432  
Hingham, MA 02043-0432

For service visit us online at [www.gettips.com](http://www.gettips.com)



MARK P. MORGAN  
ACTING CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 28 September 2021

RE: Temporary All Alcoholic Beverage – One Day Permit – Non-Sales – 10/15/2021  
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for All Alcoholic Beverages for a Wedding Reception to be held on Friday, October 15th, 2021, from 5:00 PM to 11:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 120 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by Cocktails Bar Staff, (617) 590-3453, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 20, 2021

---

May we please have a report on the attached request for:

A Temporary **All Alcoholic** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Friday, October 15, 2021 for Wedding Reception from 5:00PM – 11:00PM at 15 Newton Street. 120 people expected to attend.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 28, 2021**.

Thank you.

**TOWN OF BROOKLINE**  
**APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON**  
**TOWN PROPERTY (NON SALES ALL TYPES)**

Date September 19, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Wedding Reception  
 (state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
 (Name of Person or Organization)

15 Newton Street, Brookline MA 02445  
 (Address of Person or Organization)

On the 15th day of October, 2021

Between the hours of 5:00 PM—11:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

6 cases each wine and beer and 6 bottles each of other type

2) What is the maximum number of people to attend? 120

3) What is the age group of people to attend? 45

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

### 3.E.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Cocktails Bar Staff (617) 590-3453

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



Signature

Karen H Hasenfus

Name Printed

Operations and Events Manager

Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445

Address

(617) 522-6547

Telephone number(s)

khasenfus@larzanderson.org

Email address(es)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER  
Kaplansky Insurance  
253 Washington St  
Weymouth MA 02188

CONTACT  
NAME:  
PHONE (A/C, No, Ext): 781-331-5200 FAX (A/C, No): 781-340-1817  
E-MAIL ADDRESS: certificates@kaplansky.com

INSURED  
Cocktails, LLC  
c/o Jim Dentremont  
5 Nanset Rd  
Weymouth MA 02191

COCKLLC-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Mount Vernon Fire Insurance Company	
INSURER B: USLI -United States Liability Insurance	
INSURER C: Mapfre Commerce Insurance Company	34754
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 781747906

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ** See Below GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GL 2010506	3/7/2021	3/7/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY		BDQC09	11/20/2020	11/20/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		XL 2560409	3/7/2021	3/7/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 Prod/CO Agg \$ 1,000,000 PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				
B	Liquor Liability		LQ1003596	3/7/2021	3/7/2022	Per Person Limit 1,000,000 Per Accident Limit 1,000,000 Aggregate Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*\* Contractual Liability per general liability form CG0001 1207, liquor liability form CG0033 1207, LQ355MA 0710 and excess liability form XL MA 0720. Classification limitation per L-232s 0905. Excess policy is excess over general liability only.

Liquor Liability Assault or Battery Sublimit per LQ357 0415:

Per Person \$1,000,000

Per Accident \$2,000,000

Operations: Catering and Bartending Services

See Attached...

## CERTIFICATE HOLDER

## CANCELLATION

Town of Brookline  
333 Washington Street  
Brookline MA 02445

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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3.E.

AGENCY CUSTOMER ID: COCKLLC-01

LOC #:

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Kaplansky Insurance		NAMED INSURED Cocktails, LLC c/o Jim Dentremon 5 Nanset Rd Weymouth MA 02191	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Certificate holder is included as an additional insured as respects general liability if required by written agreement with the insured per company form L-723 0209.

Certificate holder is included as additional insured with a waiver of subrogation as respects auto liability if required by written agreement with the insured per policy form CIC957 1006.

Re: For an event to take place at the Larz Anderson Auto Museum on Friday, October 15, 2021.





eTIPS On Premise 3.1

**CERTIFIED**

Issued: 3/7/2021

Expires: 3/7/2024

ID#: 5436463

Brendan Bonn  
12 James St  
Plainville, MA 02762-2105

For service visit us online at [www.gettips.com](http://www.gettips.com)



MARK P. MORGAN  
ACTING CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 28 September 2021

RE: Temporary All Alcoholic Beverage – One Day Permit – Non-Sales – 10/23/2021  
Larz Anderson Auto Museum

---

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for All Alcoholic Beverages for a Retirement Reception to be held on Saturday, October 23rd, 2021, from 6:00 PM to 11:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 100 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by Max Ultimate Foods, (617) 427-9799, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 20, 2021

---

May we please have a report on the attached request for:

A Temporary **All Alcoholic** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 23, 2021 for Retirement Reception 6:00PM – 11:00PM at 15 Newton Street. 100 people expected to attend. *Party*

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 28, 2021**.

Thank you.

**TOWN OF BROOKLINE**  
**APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON**  
**TOWN PROPERTY (NON SALES ALL TYPES)**

Date September 19, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Retirement Party  
 (state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
 (Name of Person or Organization)

15 Newton Street , Brookline MA 02445  
 (Address of Person or Organization)

On the 23rd day of October, 2021

Between the hours of 6:00 PM—11:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

4 cases each wine and beer and 4 bottles each of other type

2) What is the maximum number of people to attend? 100

3) What is the age group of people to attend? 60

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

### 3.E.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Max Ultimate Foods (617) 427-9799

9) State whether of not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



Signature

Karen H Hasenfus  
Name Printed

Operations and Events Manager  
Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445  
Address

(617) 522-6547  
Telephone number(s)

khasenfus@larzanderson.org  
Email address(es)



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
09/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MARSH USA, INC. TWO ALLIANCE CENTER 3560 LENOX ROAD, SUITE 2400 ATLANTA, GA 30326		<b>CONTACT</b> NAME: Randi K. Nowell, CPCU, ARM PHONE: 404-995-3102 (A/C, No, Ext): E-MAIL: Compasscerts@Marsh.com ADDRESS:		<b>FAX</b> (A/C, No):
CN102832071-Compa-UMB10-20- RESTA RESTA		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Restaurant Associates, Inc. A division of Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217		<b>INSURER A:</b> National Union Fire Ins Co. of Pittsburgh PA		19445
		<b>INSURER B:</b> AIU Insurance Co		19399
		<b>INSURER C:</b> ACE Property And Casualty Ins Co		20699
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER:

ATL-005323058-01

REVISION NUMBER: 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR: \$1,000,000 <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 1728994	09/30/2020	09/30/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b>			CA 4594426 (AOS)	09/30/2020	09/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
A	<input checked="" type="checkbox"/> ANY AUTO			CA 4594429 (VA)	09/30/2020	09/30/2021	BODILY INJURY (Per person) \$
A	<input type="checkbox"/> OWNED AUTOS ONLY		<input type="checkbox"/> SCHEDULED AUTOS	CA 4594427 (MA)	09/30/2020	09/30/2021	BODILY INJURY (Per accident) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS ONLY		<input type="checkbox"/> NON-OWNED AUTOS ONLY	CA4594431 (Garage Liability)	09/30/2020	09/30/2021	PROPERTY DAMAGE (Per accident) \$
				Self insured for Physical Damage			\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			XOO G27738631	09/30/2020	09/30/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			WC 045886802 (AOS)	09/30/2020	09/30/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	WC 045886807 (CA)	09/30/2020	09/30/2021	E.L. EACH ACCIDENT \$ 2,000,000
B				WC 045886803 (FL)	09/30/2020	09/30/2021	E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
B	If yes, describe under DESCRIPTION OF OPERATIONS below			WC 045886808 (NY)	09/30/2020	09/30/2021	E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Liquor Liability			GL1728990 SIR: \$1,000,000	09/30/2020	09/30/2021	Each Common Cause \$ 1,000,000 Aggregate \$ 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: For an event to take place at the Larz Anderson Auto Museum on Saturday, October 23, 2021.

Larz Anderson Museum and the Town of Brookline is/are included as Additional Insured with respect to the General Liability, Auto Liability, Liquor Liability and Umbrella liability policies referenced herein per written contract or agreement subject to policy terms, conditions, and exclusions and where permitted by law.

## CERTIFICATE HOLDER

## CANCELLATION

Larz Anderson Museum c/o Town of Brookline 333 Washington Street Brookline, MA 02445	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Marsh USA Inc.</i>

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AGENCY CUSTOMER ID: CN102832071

LOC #: Atlanta



# **ADDITIONAL REMARKS SCHEDULE**

Page 2 of 2

<b>AGENCY</b> MARSH USA, INC.		<b>NAMED INSURED</b> Restaurant Associates, Inc. A division of Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217
<b>POLICY NUMBER</b>		
<b>CARRIER</b>	<b>NAIC CODE</b>	
<b>EFFECTIVE DATE:</b>		

## **ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

### **Workers Compensation Continued:**

Carrier: New Hampshire Insurance Company

Policy Number: WC 045886804

Effective Date: 09/30/2020

Expiration Date: 09/30/2021

Policy Covers States of: MA, WI,

Stop Gap Coverage: ND, OH, WA, WY.

### **Limit:**

E.L. Each Accident: \$2,000,000

E.L. Disease-Policy: \$2,000,000

E.L. Disease Each Employee: \$2,000,000

### **Workers Compensation Continued:**

Carrier: National Union Fire Ins. Co. of PA

Policy Number: XW C6559404

Effective Date: 09/30/2020

Expiration Date: 09/30/2021

Policy Covers States of: OH (Excess WC)

### **Limit:**

E.L. Each Accident: \$2,000,000

E.L. Disease-Policy: \$2,000,000

E.L. Disease Each Employee: \$2,000,000

## **ADDITIONAL INFORMATION**

Umbrella Liability policy provides additional limits and follows the Additional Insured and Waiver of Subrogation provision of the above captioned underlying policies as shown, if required by written contract and permitted by law.

Workers Compensation Policy #WC045886802 (AOS POLICY) Covers the States of:

AK,AL,AR,AZ,CO,CT,DC,DE,GA,HI,IA,ID,IL,IN,KS,KY,LA,MD,ME,MI,MN,MO,MS,MT,NC,NE,NH,NJ,NM,NV,OK,OR,PA,RI,SC,SD,TN,TX,UT,VA,VT,WV



# Congratulations!

You have successfully completed the ServSafe Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at [ServSafe.com](http://ServSafe.com).

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions

**ServSafe**  
National Restaurant Association

**ServSafe Alcohol® CERTIFICATE**

ID # 5784006  
CARD # 17679123



ILONA SPIRO

NAME

3/15/2019

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

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Sherman Brown  
Executive Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

**NOTE:** You can access your score and certification information anytime at [servsafe.com](http://servsafe.com).

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at

[ServSafe@nraef.org](mailto:ServSafe@nraef.org) or  
800.221.1122, ext. 6700

In Alaska you must laminate your card for it to be valid.

NATIONAL  
RESTAURANT  
ASSOCIATION

1100 17th Street, N.W.  
Washington, D.C. 20036  
202-462-6000  
www.nraef.org

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 [servsafe.com](http://servsafe.com)



MARK P. MORGAN  
ACTING CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 28 September 2021

RE: Temporary All Alcoholic Beverage – One Day Permit – Non-Sales – 10/30/2021  
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for All Alcoholic Beverages for a Wedding Reception to be held on Saturday, October 30th, 2021, from 6:00 PM to 11:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 75 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by Tastings Caterers, (508) 879-9191, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 20, 2021

---

May we please have a report on the attached request for:

A Temporary **All Alcoholic** Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, October 30, 2021 for Wedding Reception 6:00PM – 11:00PM at 15 Newton Street. 75 people expected to attend.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 28, 2021**.

Thank you.

**TOWN OF BROOKLINE  
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON  
TOWN PROPERTY (NON SALES ALL TYPES)**

Date September 19, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Wedding Reception  
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
(Name of Person or Organization)

15 Newton Street, Brookline MA 02445  
(Address of Person or Organization)

On the 30th day of October, 2021

Between the hours of 6:00 PM—11:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

10 cases each wine and beer and 10 bottles each of other type

2) What is the maximum number of people to attend? 75

3) What is the age group of people to attend? 40

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

### 3.E.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Tastings Caterers (508) 879-9191

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol0trelated incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



Signature

Karen H Hasenfus  
Name Printed

Operations and Events Manager  
Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445  
Address

(617) 522-6547  
Telephone number(s)

khasenfus@larzanderson.org  
Email address(es)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> D. Francis Murphy Insurance Agency, Inc. 50 Main Street Hudson MA 01749	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): 978-568-8711 FAX (A/C, No): 978-567-6436 E-MAIL: ADDRESS:														
<b>INSURED</b> Taste Inc. dba Tastings Caterers 5 Crestwood Dr Framingham MA 01701	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Hanover Insurance Company</td> <td>22292</td> </tr> <tr> <td>INSURER B : Progressive Casualty Insurance Co.</td> <td>24260</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hanover Insurance Company	22292	INSURER B : Progressive Casualty Insurance Co.	24260	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

 License#: 471  
 TASTINC-01

## COVERAGES

CERTIFICATE NUMBER: 1549696845

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		ZHN515087212	5/21/2021	5/21/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$												
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			03931410-5	9/23/2021	9/23/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$20,000 BODILY INJURY (Per accident) \$40,000 PROPERTY DAMAGE (Per accident) \$5,000 \$												
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$												
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WHN518171312	3/3/2021	3/3/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">PER STATUTE</th> <th style="width: 5%;">OTH-ER</th> <th style="width: 90%;">LIMIT</th> </tr> <tr> <td></td> <td></td> <td>E.L. EACH ACCIDENT \$100,000</td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - EA EMPLOYEE \$100,000</td> </tr> <tr> <td></td> <td></td> <td>E.L. DISEASE - POLICY LIMIT \$500,000</td> </tr> </table>	PER STATUTE	OTH-ER	LIMIT			E.L. EACH ACCIDENT \$100,000			E.L. DISEASE - EA EMPLOYEE \$100,000			E.L. DISEASE - POLICY LIMIT \$500,000
PER STATUTE	OTH-ER	LIMIT																	
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		E.L. DISEASE - EA EMPLOYEE \$100,000																	
		E.L. DISEASE - POLICY LIMIT \$500,000																	

 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Event: October 30 2021 Larz Anderson Auto Museum

Town of Brookline is listed as additional insured with respect to general liability

## CERTIFICATE HOLDER

## CANCELLATION

 Town of Brookline  
 333 Washington Street  
 Brookline MA 02445  
 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## **One Day Temporary Alcohol license**

Applicant: St. Mary's of the Assumption Catholic Church  
Location: 5 Linden Place

### **Application Details:**

A Temporary All Alcoholic Beverages Non Sales License to St. Mary's of the Assumption Catholic Church to be held on Saturday, October 16, 2021 for Wedding Reception 7:00PM – 11:00PM at 5 Linden Place. 100 people expected to attend

### **Report:**

Police Department (Approved)



MARK P. MORGAN  
ACTING CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 29 September 2021

RE: Temporary All Alcoholic Beverage – One Day Permit – Non-Sales – 10/16/2021  
St. Mary's of the Assumption Catholic Church

Sir,

St. Mary's of the Assumption Catholic Church, 5 Linden Place, Brookline, MA 02445 through Pastor Father Jonathan Gaspar, has applied for a Section 14 One Day Permit for All Alcoholic Beverages for a Wedding Reception to be held on Saturday, October 16th, 2021, from 7:00 PM to 11:00 PM.

Fr. Jonathan Gaspar and Mr. Nathaniel Hanson will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 100 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by Food & Beverage Staffing LLC, 60 Bristol St., Cambridge MA 02141, and (617) 455-2795. They employ certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming St. Mary's of the Assumption as a holder of the certificate has been submitted.

At this time, I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 23, 2021

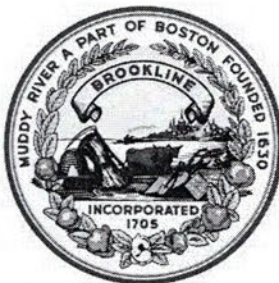
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May we please have a report on the attached request for:

A Temporary **All Alcoholic** Beverages Non Sales License to St. Mary's of the Assumption Catholic Church to be held on Saturday, October 16, 2021 for Wedding Reception 7:00PM – 11:00PM at 5 Linden Place. 100 people expected to attend.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 28, 2021**.

Thank you.



OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

**APPLICATION FOR A TEMPORARY  
ALCOHOLIC BEVERAGES LICENSE**

ON TOWN PROPERTY Yes ☐ No ☒

WINE & MALT ☐ ALL ALCOHOL (non profit only) ☒

Date: 9/15/21

I hereby make application for a TEMPORARY ALCOHOLIC BEVERAGES LICENSE for the purpose  
of selling and dispensing alcoholic beverages permitted by law at a  
wedding reception

\_\_\_\_\_  
(state weather meeting, banquet, concert, picnic, wedding, etc.)

St. Mary of the Assumption Catholic Church  
which is to be held by \_\_\_\_\_  
(Name of Organization)

5 Linden Pl, Brookline, MA 02445

(Address of Organization)

a 501(c) organization, on the 16 day of October

between the hours of 7 PM - 11 PM at the following described place:

St. Mary of the Assumption Catholic Church

**[NOTE: Under state law, temporary licensees may not sell alcoholic beverages between the  
hours of 2:00AM and 8:00AM]**

State law permits issuance of a temporary license to sell alcohol only to the responsible  
manager of an organization.



### 3.F.

The above organization represents and warrants that the following individual is the organization's responsible manager:

Name: Jonathan Gaspar Address: 5 Linden Pl, Brookline, MA 02445  
Title: Fr. Date of Birth: March 12, 1978  
Telephone number(s) (24-hour contact information): (978) 985-4355  
Email address (es): pastor@stmarybrookline.com

Complete name and address of officer of the organization applying:

Name: Jonathan Gaspar Title: Fr. (Pastor) Address: 5 Linden Pl, Brookline, MA 02445  
Name: Nathaniel Hanson Title: Usher Address: 121 Commonwealth Avenue, APT 2, Boston, MA 02116  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

1) How many cases or barrels, etc. of alcohol beverages are to be available for sale?  
No alcohol will be available for sale, it will be distributed to the wedding guests

2) What is the maximum number of people to attend? 100

3) What is the age group of people to attend? 12 - 80

4) Are you charging an admission fee? ☐ Yes ☒ No

5) Are you charging for alcoholic beverages? ☐ Yes ☒ No

6) Is the event open to the public? ☐ Yes ☒ No

7) Are tickets to the event available for purchase? ☐ Yes ☒ No

8) Will the event feature a bar? ☒ Yes ☐ No

If yes to the above, please attach the Massachusetts Department of Fire Services' Crowd Manager Regulations and Training Program Certificate to application. This on-line training may be found at: <https://www.mass.gov/crowd-manager-regulations-and-training-program>

9) How will alcoholic beverages be dispensed or served and by whom? Please state the name, addresses and telephone numbers of all person(s) serving alcoholic beverages.

Bartending staff (2 bartenders) will be supplied by Food & Beverage Staffing LLC, 60 Bristol St., Cambridge, MA 02141

David Ferraz, owner/president 617-455-2795 Dferraz@foodandbeveragestaffing.com www.foodandbeveragestaffing.com.

10) State whether or not the person(s) dispensing or serving alcohol received TIPs certification or equivalent safe-service-of-alcohol training, and the date(s) of any such certification or training. (PLEASE ATTACH DOCUMENTATION PERTAINING TO SUCH CERTIFICATION OR TRAINING):

David Ferraz Food & Beverage Staffing, www.foodandbeveragestaffing.com, 617-455-2795

TIPS certificates will be provided once agency finalizes staffing arrangements. David Ferraz, can provide any necessary details in the interim.

### 3.F.

11) If any attending are under the age of 21, what method will be used to check I.D.s and what procedures will be followed to make certain that those under the age of 21 are not served and are not allowed to consume alcoholic beverages? Bartenders will ask to see IDs of any guest they suspect may be under the legal drinking age. Bartenders only permit one drink to be served to a guest at a time.  
No guest may order more than one drink, for another guest that is not accompanying them up to the bar area.

12) Will a police detail or other types of security be provided? ☐ Yes ☒ No

If "yes" what type and how many? \_\_\_\_\_

Note: Police details are arranged for by contacting the Brookline Police Department.

13) If different from the responsible manager identified above, please state the name, address age, and 24-hour contact information of the official employee or representative of the organization who will be physically present at the event and who has been duly authorized by the organization to be responsible for supervising the event to ensure compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and maintenance of order and decorum:

<u>Fr. Jonathan Gaspar</u>	<u>5 Linden Pl, Brookline, MA 02445</u>	<u>March 12, 1978</u>
(Name)	(Address)	(Date of Birth)

Telephone number(s) (24-hour contact information): (978) 985-4355

Email Address(es): pastor@stmarybrookline.com

14) Does the organization have a pending application for a license as a common victualler, innholder or club? Is the premises for which a temporary license is sought already the subject of a liquor license? ☐ Yes ☒ No

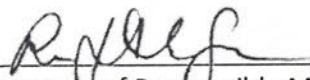
If the answer is yes to either question, please detail: \_\_\_\_\_

15) Please describe the portion(s) of the premises where the sale, storage and/or furnishing of alcohol will take place, including a specification and description of all indoor and outdoor portions of the premises (e.g., in the case of a function, table areas, bars, dance floors, tented area, etc.): Lower church used as event hall and function space. Alcohol will be served by two bartenders from table area, and will be completely stored behind the bar. Venue will be setup with round tables and chairs and a dance floor in the middle.

### 3.F.

**Town Property Use:** In the event that the applicant seeks to use a Town Property in connection with the event that is the subject of this application, this application must be accompanied by proof that the application has secured and that there is in effect during the period of time for which the license is sought, a general liability policy naming the Town as an additional insured, or, if the general liability policy exempts alcohol-related incidents or occurrences, a liquor liability policy naming the Town as an additional insured. By signing this application, the organization and its officers, employees, agents and representatives absolve the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's proposed use. By signing this application, the organization agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the use, and agrees to indemnify the Town for any expenses the Town incurs in restoring the property to its condition prior to the use in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.

**Certification:** I certify that I, as the responsible manager of the organization, have been duly authorized to apply for this license on behalf of the organization, and that I will be responsible for the organization's compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and for the maintenance of order and decorum at the event.

  
\_\_\_\_\_  
Signature of Responsible Manager



# Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com. We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,

*Sherman Brown*  
Sherman Brown

Executive Vice President, National Restaurant Association Solutions



**ServSafe Alcohol® CERTIFICATE**

ID # 11405678  
CARD # 21010464

NAME  
PAUL FOLEY

DATE OF EXAMINATION  
9/16/2021

Card expires three years from the date of examination. Local laws apply.



This certificate confirms completion of the **ServSafe Alcohol®** responsible alcohol service program.

*Sherman Brown*  
Sherman Brown  
Executive Vice President, National Restaurant Association Solutions

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In Alaska you must laminate your card for it to be valid.

NATIONAL  
RESTAURANT  
ASSOCIATION

233 South Wacker Drive  
Suite 3600  
Chicago, IL 60606-6583  
1-800-SERVSAFE  
312.715.1010 in the Chicago area  
ServSafe.com

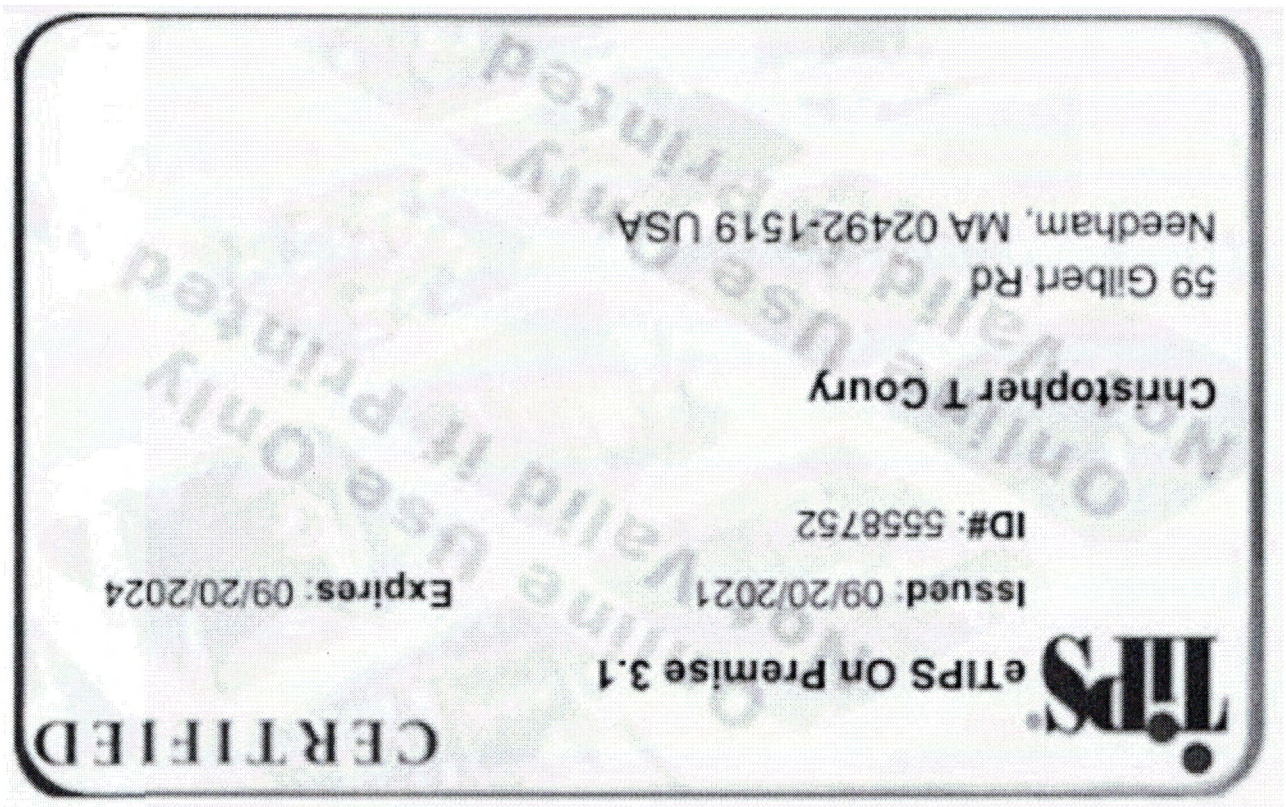


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trademarks of the NRAEF. National Restaurant Association® and the arc  
design are trademarks of the National Restaurant Association.  
17110801 v.1711

**NOTE:** You can access your score and certification information anytime at ServSafe.com. If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServSafeCenter@restaurant.org or 800.765.2122, ext. 6703.








**MARKEL AMERICAN INSURANCE COMPANY**

P.O. Box 906, Pewaukee, Wisconsin 53072-0906

(800) 236-2862 [www.markelamerican.com](http://www.markelamerican.com)
**Special Event Liability Insurance Policy Declarations Page**

<b>Policy Number:</b>	MEL00000604800	<b>Date of Issue:</b>	09/15/2021	<b>Event Date:</b>	10/16/2021
<b>Policy Period:</b>	10/16/2021				
<b>Named Insured:</b>	NATHANIEL HANSON				
<b>Mailing Address:</b>	121 COMMONWEALTH AVE APT 2 Boston, MA 02116-2336				
<b>Honoree(s):</b>	NATHANIEL HANSON STEPHANIE HANSON				
<b>Insured Event:</b>	Wedding Ceremony, Reception, and/or Rehearsal				
<b>Policy Premium:</b> Surcharges and Taxes	\$150 \$0.00				
<b>Multi Policy Discount</b> <b>Total:</b>	Not Applicable \$150.00				
<b>Event Location 1:</b>  Hosting Facility Insured Extension: <input checked="" type="checkbox"/> (coverage applies if box checked)	ST. MARY OF THE ASSUMPTION 5 LINDEN PL  Brookline MA 02445				
<b>Event Location 2:</b>  Hosting Facility Insured Extension: <input type="checkbox"/> (coverage applies if box checked)					
<b>Event Location 3:</b>  Hosting Facility Insured Extension: <input type="checkbox"/> (coverage applies if box checked)					
<b>Policy Coverage</b>	<b>Limit:</b>	<b>Deductible:</b>			
General Aggregate	\$500,000	\$0			
Each Occurrence	\$500,000	\$0			
Property Damage	Included	\$1,000			
<b>Administered by:</b>  Agency                      10371 - 000002 800-388-0169	USAA EVENT PROGRAM 9800 FREDRICKSBURG RD SAN ANTONIO, TX 78288				
For Policy Questions Call Toll Free: For Claims Call Toll Free:	800-388-0169 800-236-3113				
<b>Policy Form(s):</b>	EVL100-0708,EVL129-0904,,MIL1214MA-0917,				
<b>Countersignature (if required):</b>					

Forms and endorsements made a part of this policy at inception are those which numbers are entered above.  
EVL102-0708





## MARKEL AMERICAN INSURANCE COMPANY

### PRIVACY NOTICE

U. S. Consumer Privacy Notice

Rev. 1/1/2020

FACTS	WHAT DOES MARKEL GROUP OF COMPANIES REFERENCED BELOW (INDIVIDUALLY OR COLLECTIVELY REFERRED TO AS "WE", "US", OR "OUR") DO WITH YOUR PERSONAL INFORMATION?
Why?	In the course of Our business relationship with you, We collect information about you that is necessary to provide you with Our products and services. We treat this information as confidential and recognize the importance of protecting it. Federal and state law gives you the right to limit some but not all sharing of your personal information. Federal and state law also requires Us to tell you how We collect, share, and protect your personal information. Please read this notice carefully to understand what We do.
What?	<p>The types of personal information We collect and share depend on the product or service you have with Us. This information can include:</p> <ul style="list-style-type: none"> <li>• your name, mailing and email address(es), telephone number, date of birth, gender, marital or family status, identification numbers issued by government bodies or agencies (i.e.: Social Security number or FEIN, driver's license or other license number), employment, education, occupation, or assets and income from applications and other forms from you, your employer and others;</li> <li>• your policy coverage, claims, premiums, and payment history from your dealings with Us, Our Affiliates, or others;</li> <li>• your financial history from other insurance companies, financial organizations, or consumer reporting agencies, including but not limited to payment card numbers, bank account or other financial account numbers and account details, credit history and credit scores, assets and income and other financial information, or your medical history and records.</li> </ul> <p>Personal information does not include:</p> <ul style="list-style-type: none"> <li>• publicly-available information from government records;</li> <li>• de-identified or aggregated consumer information.</li> </ul> <p>When you are no longer Our customer, We continue to share your information as described in this Notice as required by law.</p>
How?	All insurance companies need to share customers' personal information to run their everyday business. In the section below, We list the reasons financial companies can share their customers' personal information; the reasons We choose to share; and whether you can limit this sharing. We restrict access to your personal information to those individuals, such as Our employees and agents, who provide you with insurance products and services. We may disclose your personal information to Our Affiliates and Nonaffiliates (1) to process your transaction with Us, for instance, to determine eligibility for coverage, to process claims, or to prevent fraud, or (2) with your written authorization, or (3) otherwise as permitted by law. We do not disclose any of your personal information, as Our customer or former customer, except as described in this Notice.

Reasons We can share your personal information	Do We share?	Can you limit this sharing?
<b>For Our everyday business purposes and as required by law –</b> such as to process your transactions, maintain your account(s), respond to court orders and legal/regulatory investigations, to prevent fraud, or report to credit bureaus	Yes	No
<b>For Our marketing purposes –</b> to offer Our products and services to you	Yes	No
<b>For Joint Marketing with other financial companies</b>	Yes	No
<b>For Our Affiliates' everyday business purposes –</b> information about your transactions and experiences	Yes	No
<b>For Our Affiliates' everyday business purposes –</b> information about your creditworthiness	No	We don't share
<b>For Our Affiliates to market you</b>	No	We don't share
<b>For Nonaffiliates to market you</b>	No	We don't share
<b>Questions?</b> Call (888) 560-4671 or email <a href="mailto:privacy@markel.com">privacy@markel.com</a>		

Who We are	
<b>Who is providing this Notice?</b>	A list of Our companies is located at the end of this Notice.

What We do	
<b>How do We protect your personal information?</b>	We maintain reasonable physical, electronic, and procedural safeguards to protect your personal information and to comply with applicable regulatory standards. For more information, visit <a href="http://www.markel.com/privacy-policy">www.markel.com/privacy-policy</a> .
<b>How do We collect your personal information?</b>	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> <li>• complete an application or other form for insurance</li> <li>• perform transactions with Us, Our Affiliates, or others</li> <li>• file an insurance claim or provide account information</li> <li>• use your credit or debit card</li> </ul> <p>We also collect your personal information from others, such as consumer reporting agencies that provide Us with information such as credit information, driving records, and claim histories.</p>
<b>Why can't you limit all sharing of your personal information?</b>	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> <li>• sharing for Affiliates' everyday business purposes – information about your creditworthiness</li> <li>• Affiliates from using your information to market to you</li> <li>• sharing for Nonaffiliates to market to you</li> </ul> <p>State laws and individual companies may give you additional rights to limit sharing. See the Other Important Information section of this Notice for more on your rights under state law.</p>



Definitions	
<b>Affiliates</b>	Companies related by common ownership or control. They can be financial and nonfinancial companies. <ul style="list-style-type: none"> <li>• Our Affiliates include member companies of Markel Group.</li> </ul>
<b>Nonaffiliates</b>	Companies not related by common ownership or control. They can be financial and nonfinancial companies. <ul style="list-style-type: none"> <li>• Nonaffiliates that We can share with can include financial services companies such as insurance agencies or brokers, claims adjusters, reinsurers, and auditors, state insurance officials, law enforcement, and others as permitted by law.</li> </ul>
<b>Joint Marketing</b>	A formal agreement between Nonaffiliated companies that together market financial products or services to you. <ul style="list-style-type: none"> <li>• Our Joint Marketing providers can include entities providing a service or product that could allow Us to provide a broader selection of insurance products to you.</li> </ul>

Other Important Information
<p><b>For Residents of AZ, CT, GA, IL, ME, MA, MN, MT, NV, NJ, NC, OH, OR, and VA:</b> Under state law, under certain circumstances you have the right to access and request correction, amendment or deletion of personal information that We have collected from or about you. To do so, contact your agent, visit <a href="http://www.markel.com/privacy-policy">www.markel.com/privacy-policy</a>, call (888) 560-4671, or write to Markel Corporation Privacy Office, 4521 Highwoods Parkway, Glen Allen, VA 23060. We may charge a reasonable fee to cover the costs of providing this information. We will let you know what actions We take. If you do not agree with Our actions, you may send Us a statement.</p>
<p><b>For Residents of CA:</b> You have the right to review, make corrections, or delete your recorded personal information contained in Our files. To do so, contact your agent, visit <a href="http://www.markel.com/privacy-policy">www.markel.com/privacy-policy</a>, call (888) 560-4671, or write to Markel Corporation Privacy Office, 4521 Highwoods Parkway, Glen Allen, VA 23060. We do not and will not sell your personal information.</p> <p>For the categories of personal information We have collected from consumers within the last 12 months, please visit: <a href="http://www.markel.com/privacy-policy">www.markel.com/privacy-policy</a>.</p>
<p><b>For Residents of MA and ME:</b> You may ask, in writing, for specific reason, for an adverse underwriting decision.</p>
<p><b>Markel Group of Companies Providing This Notice:</b> City National Insurance Company, Essentia Insurance Company, Evanston Insurance Company, FirstComp Insurance Company, Independent Specialty Insurance Company, National Specialty Insurance Company, Markel Bermuda Limited, Markel American Insurance Company, Markel Global Reinsurance Company, Markel Insurance Company, Markel International Insurance Company Limited, Markel Service, Incorporated, Markel West, Inc. (d/b/a in CA as Markel West Insurance Services), Pinnacle National Insurance Company, State National Insurance Company, Inc., Superior Specialty Insurance Company, SureTec Agency Services, Inc. (d/b/a in CA as SureTec Agency Insurance Services), SureTec Indemnity Company, SureTec Insurance Company, United Specialty Insurance Company, Inc.</p>



**MARKEL AMERICAN INSURANCE COMPANY**

**Special Event Liability Insurance**

Administrative Offices  
P.O. Box 906  
Pewaukee, WI 53072-0906  
800-236-2862

## SPECIAL EVENT LIABILITY INSURANCE

Section 1:	Agreement
Section 2:	Policy Period
Section 3:	Definitions
Section 4:	What We Insure
Section 5:	Bodily Injury, Property Damage, and Personal Injury Exclusions
Section 6:	Limits of Liability
Section 7:	Duties in the Event of Loss or Damage
Section 8:	Other Insurance
Section 9:	General Conditions
Section 10:	Hosting Facility Liability Coverage Option

Section 1: Agreement

We will provide insurance described in this policy, subject to all policy terms and conditions, in return for your payment of the premium and compliance with all policy provisions. You have only those coverages for which limits are shown on the **declarations page**.

Section 2: Policy Period

This policy applies to **incidents** on the date specified for the **event** described on the **declarations page** and to **accidents** occurring during **set up and break down**.

Section 3: Definitions

Throughout this policy, most words and phrases that have special meanings appear in bold. Only the pronouns "we", "us", "our", "you", "your", and "yours" are defined, but do not appear in bold. This section defines some of the more general terms used in this policy.

"You", "your" and **named insured(s)** means the individual, business, or organization and the **honoree** named in the **declarations page**.

"We", "us" and "our" means the company providing the insurance and named in the **declarations page**.

**Accident** means an unexpected and unintended event, including continuous or repeated exposure to substantially the same general conditions that causes **bodily injury** or **property damage** and which arises out of the **event**.

**Bodily injury** means injury, sickness, disease or death of a person.

**Declarations page** is the document that identifies the **named insured** and the company issuing the policy. It indicates the effective date of coverage, the amount for the respective coverages afforded under the policy, and describes the **event** for which coverage is afforded. The **declarations page** also lists the policy forms and endorsements that are also a part of this policy, as well as indicating any deductible to be applied to covered losses. The **declarations page** also indicates an election of the hosting facility liability coverage option, if applicable, and in such event identifies the **hosting facility insured**.

**Event** means the private reception and accompanying ceremony, if any, described on the **declarations page**. **Event** includes **set up and break down** and any rehearsal or rehearsal dinner scheduled within 48 hours in advance of the **event** if the **event** is a wedding.

**Honoree** means the person or persons named in the **declarations page** as **honoree**, and in whose honor or for whose benefit the **event** is being held.

**Incident** is an **accident**, or an event, including a series of related offenses giving rise to an actual or alleged **personal injury** committed at the **event** location.



**Insured contract** means a contract or lease of facilities or premises, fixtures, improvements or contents, for use at, or as, the location of the event.

**Organizational Insured** means the following:

1. Sole owner, partners, or managers, and their spouses, of the organization named in the **declarations page**, but only with respect to the conduct of the business named in the **declarations page**.
2. The executive officers and directors of the organization named in the **declarations page**, but only with respect to the conduct of the business named in the **declarations page**.
3. **Volunteer workers**, but only while performing duties related to the business named in the **declarations page**; or your employees, but only for acts within the scope of their employment by you while performing duties related to the conduct of your business.

**Personal injury** means injury other than **bodily injury** that arises out of any of the following acts:

1. False arrest, false detention, or false imprisonment;
2. Malicious prosecution;
3. Wrongful entry or wrongful eviction;
4. Defamation, libel or slander; or
5. Invasion of privacy.

**Pollutants** means any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned, or reclaimed.

**Policy Territory** means the United States and its territories and possessions, Puerto Rico, Canada and cruise ships leaving from a port within these territories.

**Property damage** means physical damage to or destruction of tangible property. It includes loss of use.

**Set up and break down** means decoration and removal of decoration at the **event**

location that occurs no more than 24 hours prior to the **event** and 24 hours after the **event**.

**Volunteer worker** means a person who is not your employee, and who donates his or her work or service and acts at the direction of and within the scope of duties determined by you, and is not paid a fee, salary or other compensation by you or anyone else for their work or service performed for you.

#### **Section 4: What We Insure**

##### **1. Bodily Injury, Property Damage and Personal Injury**

We will pay damages, including prejudgment interest, due to an **incident** for which you or an **organizational insured** is legally liable because of **bodily injury, property damage, or personal injury** arising out the **event**. We will defend any such suit seeking those damages, even if the allegations are false or groundless, with legal counsel of our choice. We may investigate any reported **incident** and may settle any claim for these damages as we think appropriate. We are not obligated to pay any claim or judgment, or defend any suit, if we have already exhausted the limit of liability set forth in the **declarations page** by paying judgments or settlements; or tendered to the court of jurisdiction the limit of liability set forth in the **declarations page**.

##### **2. Additional Payments**

In addition to the limit of liability for this coverage we will also pay:

- a. All costs we incur in the settlement of any claim or defense of any suit;
- b. Interest on damages awarded in any suit we defend accruing after judgment is entered and before we have paid, offered to pay, or deposited in court that portion of the judgment which is not more than our limit of liability;



- c. Premiums on appeal bonds and attachment bonds required in any suit we defend. We will not pay the premium for attachment bonds for an amount above our limit of liability. We have no obligation to apply for this type of bond;
- d. Loss of earnings of up to \$100 a day when we ask you or an **organizational insured** to attend trials or hearings; and
- e. Other reasonable expenses incurred at our request.

### **Section 5: Bodily Injury, Property Damage and Personal Injury Exclusions**

We do not cover:

#### **1. Expected or Intended Injury**

**Bodily injury** or **property damage** caused by the intentional act, or at the direction, of anyone seeking coverage under this policy even if the **bodily injury**, or **property damage** is different from, or greater than, that which is expected or intended.

#### **2. Motor Vehicles, Motorized Vehicles, Aircraft or Watercraft**

**Bodily injury** or **property damage** arising out of the use, ownership, maintenance, or entrustment of any motor vehicle, motorized vehicle, aircraft or watercraft. Use includes loading or unloading. Motor vehicle or motorized vehicle includes any attached trailer.

This exclusion does not apply to negligence that originates at the **event** and arises independently of the use, ownership, maintenance, or entrustment of any motor vehicle, motorized vehicle, aircraft or watercraft. However, we do not cover **bodily injury** or **property damage** that arises out of any imposed vicarious liability, the failure to supervise, or the negligent supervision, of any person, by you or an **organizational insured** in connection with any motor vehicle, motorized vehicle, aircraft or watercraft.

#### **3. Other Premises**

**Bodily injury**, **property damage** or **personal injury** occurring away from the premises or place shown in the **declarations page**. However, **bodily injury** occurring away from the premises or place shown in the **declarations page**, but arising from the negligent conduct of the **named insured** or **organizational insured** at the premises or place shown in the **Declarations Page** for which they are liable, and not otherwise excluded, is covered.

#### **4. Other Than On the Event Date**

**Bodily injury**, or **property damage** occurring on any date other than the date shown as the **event** date on the **declarations page**, unless occurring during **set up and break down**. **Personal injury** occurring on any date other than the date shown as the event date in the **declarations page**. For the purpose of this exclusion, if the **event** continues past 12:00 a.m., at the location named on the **declarations page**, such continuation shall be considered as the **event** date.

#### **5. Commercial Liquor Liability**

**Bodily injury** or **property damage** for which anyone may be held liable by reason of:

- a. Causing or contributing to the intoxication of any person;
- b. Furnishing alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or
- c. Violation of any law or regulation relating to the sale, distribution or use of alcoholic beverages.

However, part a. of this exclusion applies only if the person or entity seeking coverage is in the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

### 6. Punitive or Exemplary Damages

We cannot be made to pay punitive or exemplary damages, fines or penalties.

### 7. Workers Compensation and Similar Laws

Any obligation of any person under any Workers Compensation, disability benefits, occupational injury or unemployment compensation or similar law.

### 8. Employer's Liability

Any **named insured** or **organizational insured** against **bodily injury** or **personal injury** to:

- a. any employee whose injury arises out of and in the course of their employment by you or an **organizational insured**; or
- b. The spouse, child, parent, brother or sister of that employee as a consequence of paragraph a. above.

This exclusion applies:

- a. Whether you or the **organizational insured** may be liable as an employer or in any other capacity; and
- b. To any obligation to share damages with or repay another entity that must pay damages because of the **injuries incurred**

### 9. Property in Care, Custody or Control

**Property damage** to property owned by, loaned to, rented to, or in the care, custody or control of you or any **organizational insured**. But this exclusion does not prevent coverage for liability for **property damage**, if otherwise covered, to the premises, fixtures or contents which a **named insured** or **organizational insured** rents or hires for use at, or as the location of, the **event**.

### 10. Contract or Bailment Liability

Damages for which any person seeking

coverage under this policy is obligated to pay by reason of assumption of liability in a contract or agreement or by bailment. However this exclusion does not eliminate coverage for **property damages**:

- a. That any person seeking coverage under this policy would have in the absence of the contract, bailment or agreement, and which are otherwise covered under this policy; or
- b. Assumed by a **named insured** in a contract or agreement that is an **insured contract**.

### 11. Bodily Injury or Personal Injury;

- a. To a **named insured**;
- b. To your partners or managers; a co-employee while in the course of his or her employment or performing duties related to the conduct of your business, or **volunteer workers** while performing duties related to the conduct of your business, if such **bodily injury** or **personal injury** is caused by a co-employee or another **volunteer worker**;
- c. To the spouse, child, parent, brother or sister of an employee injured as a consequence of paragraph b. above;
- d. For which there is any obligation to share damages with or repay another entity that must pay damages because of an injury described in paragraph b. or c. above;
- e. Arising out of the transmission of a communicable disease by you or an **organizational insured**; or
- f. Arising out of actual or threatened sexual abuse or molestation, corporal punishment, or physical or mental abuse.

### 12. Material Published With Knowledge of Falsity

**Personal injury** arising out of oral or written publication of material, if done by or at the direction of anyone seeking coverage with knowledge of its falsity.



13. **Material Published Prior to Event Date**

**Personal injury** arising out of oral or written publication of material whose first publication took place before the date of the **event** shown in the **declarations page**.

14. **Criminal Acts**

**Personal injury** arising out of a criminal act committed by or at the direction of anyone seeking coverage.

15. **Breach of Contract**

**Personal injury** arising out of a breach of contract.

16. **Electronic Chatrooms or Bulletin Boards**

**Personal injury** arising out of the use of an electronic chatroom or bulletin board.

17. **Professional Services**

**Bodily injury, property damage or personal injury** arising out of the rendering or failing to render professional services.

18. **Pyrotechnics, Fireworks, and Laser Light Shows**

**Bodily injury, property damage, or personal injury** arising out of the preparation or presentation of a pyrotechnic show, firework display, or laser light production.

19. **Act or Omission of Provider**

**Bodily injury, property damage or personal injury** arising out of the acts or omissions of any provider of goods or services in conjunction with the **event**, whether or not a paid contractor or vendor.

20. **Pollution**

**Bodily injury, property damage or personal injury** arising out of the presence of or the actual, alleged or threatened release, discharge, escape, dispersal, seepage or migration of **pollutants**. This exclusion does not apply to **bodily injury, property damage or personal injury** caused by heat, smoke or fumes from a hostile fire. As used in this exclusion a hostile fire is one which is unintended, breaks out from where it was intended to be, or becomes uncontrollable.

21. **Pollution Expense**

Any loss, cost or expense arising out of any governmental direction or request that you or any **organizational insured** test for, monitor, clean up, remove, contain, treat, detoxify, or neutralize **pollutants**.

**Section 6: Limits of Liability**

1. The limits of liability shown in the **declarations page**, and the following provisions, establish the most we will pay regardless of the number of:
  - a. **Named insureds or organizational insureds**;
  - b. Claims made or suits brought;
  - c. **Hosting facility insureds**, if any;
  - d. Persons injured; or
  - e. Items of property damaged.
2. The general aggregate limit is the most we will pay for all damages to which this insurance applies regardless of the number of **incidents** occurring within the scope of this policy.
3. The each occurrence limit is the most we will pay for the total sum of all **bodily injuries, property damage or personal injuries** arising out of any one **incident**.

### **Section 7: Duties in the Event of Loss or Damage**

In the event of an **incident** you (or someone acting for you) must inform us, or our authorized representative, as soon as reasonably practicable. The notice must give:

1. The time, place and other facts; and
2. The names and addresses of all involved persons and witnesses.

In addition to providing us with notice, anyone claiming coverage under this policy must:

1. Cooperate with and assist us in any manner concerning a claim or suit;
2. Cooperate with us to enforce any right of contribution or indemnity from any person or organization who may have liability arising out of the **incident**;
3. Promptly send to us any legal papers received relating to any suit or claim; and
4. Submit to examinations by us, under oath, as we may reasonably require.

### **Section 8: Other Insurance**

The insurance we provide in this policy is primary.

### **Section 9: General Conditions**

**Conformity to State Law.** When any policy provision is in conflict with the applicable law of the state in which this policy is issued, the law of the state will apply.

**Declarations.** By accepting this policy you agree that:

1. The statements on the application for this policy are your own;
2. This policy is issued in reliance upon the truth of those representations; and
3. This policy form, the **declarations page** and any endorsements listed on the **declarations page** include all agreements existing between you and us.

**False or Fraudulent Acts.** Any fraud, intentional misstatement or concealment in the application, or in making of a claim or otherwise howsoever, shall render this

insurance void, and all claims hereunder shall be forfeited. Submitting, or knowingly aiding or abetting another in presenting a claim under this policy will also render the insurance void and payment will be denied.

**Assignment.** This policy may not be assigned in whole or in part without our consent.

**Change or Waiver of Policy Provisions.** If we make a change that broadens coverage under this edition of our policy without additional premium charge, the policy will automatically provide the broadened coverage when effective in your state. However, changes implemented through introduction of a subsequent edition of our policy forms will not be automatically provided. A waiver or any other change of a provision of this policy must be in writing by us to be valid.

**Our Right to Recover from Others.** After we have made payment under this policy, we have the right to recover the payment from anyone who may be held responsible. You and anyone we indemnify must sign any papers and do whatever else is necessary to transfer this right to us. You and anyone we indemnify must do nothing to affect our rights.

**Suit Against Us.** No action will be brought unless there has been compliance with the policy provisions and the action is started within one (1) year after the alleged loss.

**Non-Cancellation.** This insurance cannot be cancelled except for non-payment of premium. In the event of non-payment of premium, we may cancel this insurance upon fifteen (15) days written notice to you by certified or registered mail at the mailing address shown in the **declarations page**.

**Currency.** Unless otherwise agreed to by us in writing, premiums and losses due hereunder shall be paid in United States Dollars at the rates of exchange ruling when and where the loss occurs.



**Bankruptcy.** We are not relieved of any obligation under this policy because of the bankruptcy or insolvency of any person or entity otherwise entitled to coverage under this policy.

**Section 10: Hosting Facility Liability Coverage Option**

This coverage option provides primary liability insurance coverage for a **hosting facility insured**, subject to the definitions, exclusions, conditions and limits of liability of this policy. This option does not increase the limits of liability afforded by this policy.

**Hosting facility insured** means any facility, entity or site (including hotel, restaurant, hall or reception center) identified in the **declarations page** with Hosting Facility Insured Extension or on a certificate of insurance issued by us or our agent.

We will pay damages, including prejudgment interest, due to an **accident** for which a **hosting facility insured** becomes legally liable because of **bodily injury** or **property damage** arising out of the **event**. The liability coverage provided to a **hosting facility insured** applies only to liability of the **hosting facility insured** which results solely from fault or wrongdoing on the part of a **named insured** or **organizational insured**.

We will defend any such suit seeking those damages, even if the allegations are false or groundless, with legal counsel of our choice. We may investigate any **accident** and may settle any claim for these damages as we think appropriate. We are not obligated to pay any claim or judgment, or defend any suit, if we have already exhausted the limit of liability set forth in the **declarations page** by paying judgments or settlements.

**Additional Exclusions Applicable to Hosting Facility Insureds**

The exclusions of Section 5 of this policy apply and in addition:

1. No coverage is extended to a **hosting facility insured** for fault or wrongdoing

related to, arising from, or resulting from, in whole or in part, acts or omissions of the **hosting facility insured**, its employees or agents.

2. We do not cover any **hosting facility insured** against **bodily injury** to any employee of the **hosting facility insured** arising out of or in the course of their employment by the **hosting facility insured** or performing duties relating to the **hosting facility insured's** business.

This policy is signed at the Home Office of the company by its secretary and president.

**MARKEL AMERICAN INSURANCE  
COMPANY**  
Glen Allen, Virginia

*Kathleen Anne Sturgeon*

Kathleen A. Sturgeon  
Secretary

*Matthew Parker*

Matthew Parker  
President



## MARKEL AMERICAN INSURANCE COMPANY

### MASSACHUSETTS AMENDATORY ENDORSEMENT

In consideration of the premium paid, it is hereby agreed and understood that your policy is amended as follows:

Under **Section 5: Bodily Injury, Property Damage and Personal Injury Exclusions**, item 12 is deleted in its entirety and replaced with the following:

#### 12. Abuse or Molestation

**Bodily injury** or **personal injury** arising out of actual or threatened abuse or molestation by anyone. Abuse or molestation is defined as the occurrence of one or more of the following acts:

- a. attempting to cause or causing physical harm;
- b. placing another in fear of imminent serious physical harm;
- c. causing another to engage involuntarily in sexual relations by force, threat or duress;
- d. making annoying sexual advances to force physical and unusual sexual contact.

However, we shall pay all reasonable costs and expenses to defend a **named insured** in any suit seeking damages for which a **named insured** is legally liable because of the excluded **bodily injury** or **personal injury** arising out of actual or threatened abuse or molestation by anyone.

All other terms, conditions, and limitations of the policy remain unchanged.



<b>CERTIFICATE OF LIABILITY INSURANCE</b>					ISSUE DATE (MM/DD/YYYY) 09/15/2021	
<b>PRODUCER</b> 800-388-0169 USAA EVENT PROGRAM 9800 FREDRICKSBURG RD SAN ANTONIO, TX 78288			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.			
<b>INSURED</b> <b>Event Date: 10/16/2021</b> NATHANIEL HANSON 121 COMMONWEALTH AVE APT 2 Boston, MA 02116-2336			<b>INSURERS AFFORDING COVERAGE</b> <b>INSURER A:</b> Markel American Insurance Company  <b>HONOREE(S)</b> NATHANIEL HANSON STEPHANIE HANSON			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE ABOVE NAMED INSURED FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HOST LIQUOR INCL. <input checked="" type="checkbox"/> TPPD GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	MEL00000604800	10/16/2021	10/16/2021	EACH OCCURRENCE	\$500,000
					FIRE DAMAGE (Any one fire)	\$500,000
					MED EXP (Any one person)	Excluded
					PERSONAL INJURY	\$500,000
					GENERAL AGGREGATE	\$500,000
					DAMAGE TO RNTD PROP	\$500,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____					COMBINED SINGLE LIMIT (Each Accident)	
					BODILY INJURY (Per Person)	
					BODILY INJURY (Per Accident)	
					PROPERTY DAMAGE (Per Accident)	
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____					AUTO ONLY-EA ACCIDENT	
					OTHER THAN EA ACC	
					AUTO ONLY: AGG	
EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE	
					AGGREGATE	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU   OTHER	
					E.L. EACH ACCIDENT	
					E.L. DISEASE-EA EMPLOYEE	
					E.L. DISEASE-POLICY LIMIT	
OTHER						
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> The Certificate Holder is included as an insured under the Hosting Facility Liability Coverage, but only in respects to claims arising out of the negligence of the Named Insured. If the event continues past 12:00 a.m., at the location named on Declarations Page, such continuation shall be considered as the event date. Event includes set up and break down and the scheduled rehearsal or rehearsal dinner scheduled within 48 hours of the event if the event is a wedding. Set up and break down means decoration and removal of decoration at the event location that occurs no more than 24 hours prior to the event and 24 hours after the event.						
<b>CERTIFICATE HOLDER</b> ARCHBISHOP OF BOSTON ST. MARY OF THE ASSUMPTION 5 LINDEN PL  Brookline MA 02445					<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <div style="text-align: center; margin-top: 10px;"> </div>	



**MASSACHUSETTS**

**DRIVER'S LICENSE**

*Chae C. Murray REGISTRAR*



1 **HANSON**  
2 **NATHANIEL JOSEPH**

4a ISS **06/28/2019**  
4b EXP **11/12/2023**

9 CLASS **D**  
12 REST **NONE**

18 EYES **BRO**  
15 SEX **M** 16 HGT **6'-01"**  
5 DD **07/01/2019** Rev 02/22/2016

*Nathaniel A. Hanson*

**USA**



**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: June 27, 2012**

**Person to Contact:**

Roger Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

53-0196617

**Group Exemption Number:**

0928

United States Conference of Catholic  
 Bishops  
 3211 4<sup>th</sup> Street, NE  
 Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your June 26, 2012, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2012*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2012* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

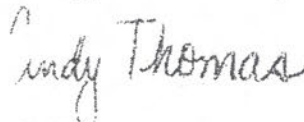
### 3.F.

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

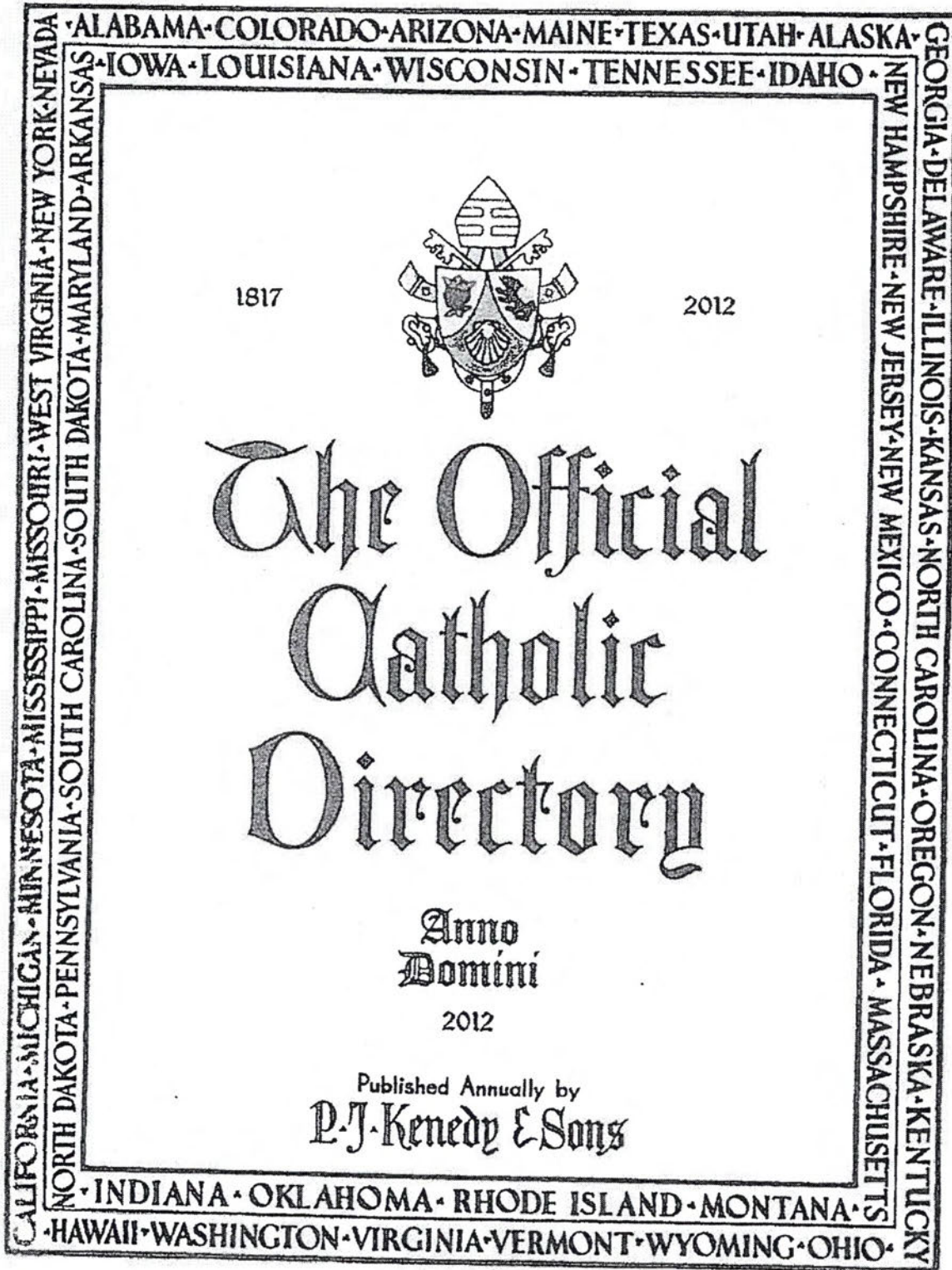
Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Thomas".

Cindy Thomas  
Manager, Exempt Organizations  
Determinations





## CATHOLIC CHURCH IN THE U.S.

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BOSTON (BO)

- www.rc.net/boston/parish/bldget/  
 School—Joseph F. Cirigliano, Prin. Lay Teachers 11; Students 249.  
*Catechesis/Religious Program*—Tel: 781-878-5960. Anne Pennall, D.R.E.
- 2—**ST. NICHOLAS** (1984), St. Nicholas, Abington was suppressed. This parish's records are located at St. Edith Stein, Brockton.
- ACTON, MIDDLESEX CO.**, **ST. ELIZABETH OF HUNGARY** (1945) Rev. Walter J. Woods, Mr. Stephen J. Ryan, Pastoral Assoc.  
 Res.: 89 Arlington St., 01720-2503. Tel: 978-263-4306; Fax: 978-263-9014. Email: office@seoh.org. Web: www.seoh.org.  
*Catechesis/Religious Program*—Barbara M. Dane, D.R.E.; Cindy K. Harrington, D.R.E.; Mr. James Flanagan, D.R.E.
- AMESBURY, ESSEX CO.**  
 1—**HOLY FAMILY** (1998) [CEM] Revs. Louis R. Palmieri; Michael J. Farrell, Parochial Vicar; Deacon Raymond E. Doucatta.  
 Office & Rectory: 9 Sparhawk St., 01813. Tel: 978-386-0330; Fax: 978-386-8640. Email: parishoffice@hfamesbury.com. Web: www.hfamesbury.com.  
*Catechesis/Religious Program*—Tel: 978-386-3477. Doreen A. Keller, D.R.E.
- 2—**ST. JOSEPH**, St. Joseph, Amesbury was suppressed. This parish's records are located at Holy Family, Amesbury.
- 3—**SACRED HEART**, Sacred Heart, Amesbury was suppressed. This parish's records are located at Holy Family, Amesbury.
- ANDOVER, ESSEX CO.**  
 1—**ST. AUGUSTINE** (1886) [CEM] Revs. Peter G. Gori, O.S.A.; Richard T. O'Leary, O.S.A., Parochial Vicar. In Res., Revs. Fritz J. Cerullo, O.S.A.; Richard L. Foley, O.S.A.  
 Res.: 43 Essex St., 01810-3748. Tel: 978-475-0050; Fax: 978-475-3078. Email: info@staugustineparish.org. Web: www.staugustineparish.org.  
 School—26 Central St., 01810. Tel: 978-475-2414. Ann Kendall, Prin. Sisters 1; Lay Teachers 28; Students 493.  
*Catechesis/Religious Program*—Tel: 978-475-7612; Fax: 978-475-9825. Bridget Rao, D.R.E.  
 Mission—St. Joseph's (1881) Ballardville.  
 Convent—Sisters of Notre Dame, 47 Essex St., Essex Co. 01810. Tel: 978-475-0087.
- 2—**ST. ROBERT BELLEARMINE** (1961) Rev. Richard T. Conway.  
 Res.: 198 Haggretta Pond Rd., 01810-4215. Tel: 978-883-8922; Fax: 978-888-8878. Web: www.saintroberta.net.  
*Catechesis/Religious Program*—Amanda Roberts, D.R.E.
- ARLINGTON, MIDDLESEX CO.**  
 1—**SANT AGNES** (1872) Revs. Brian M. Flatley; John J. Graham, Parochial Vicar.  
 Res.: 51 Medford St., 02474-3197. Tel: 781-648-0220; Fax: 781-643-7863. Email: parish@sanatagnas.net. Web: www.sanatagnas.net.  
 School—39 Medford St., 02474. Tel: 781-643-9031.  
 Sr. Patricia Randall, R.S.M., Prin. Religious 3; Lay Teachers 20; Students 400.  
 High School—Arlington Catholic High School, 18 Medford St., 02474. Tel: 781-648-7770. Stephen J. Biagioni, Prin. Religious 10; Lay Teachers 40; Students 600.  
*Catechesis/Religious Program*—Tel: 781-648-5579. Ms. Joyce Patricia, D.R.E.
- 2—**ST. CAMILLUS** (1960) Rev. James E. O'Leary. In Res., Revs. Robert M. O'Grady; Joseph F. Byrne (Retired).  
 Res.: 1175 Concord Tpk., 02476-7262. Tel: 781-648-3132; Fax: 781-643-8226. Email: stcamillus@verizon.net.  
*Catechesis/Religious Program*—Catherine Robinson, D.R.E.; John Flaherty, D.R.E.
- 3—**ST. JAMES THE APOSTLE** (1914), St. James the Apostle, Arlington was suppressed. This parish's records are located at St. Camillus, Arlington.
- 4—**ST. JEROME** (1834), St. Jerome, Arlington was suppressed. This parish's records are located at St. Agnes, Arlington.
- ASHLAND, MIDDLESEX CO.**, **ST. CECILIA** (1885) Rev. Richard P. Cornell.  
 Res.: 64 Eety St., 01721-2126. Tel: 508-881-1107; Fax: 508-881-8808. Email: business.stcecilia@comcast.net. Web: www.saintcecilia.org.  
*Catechesis/Religious Program*—Tel: 508-881-6107. Janet Wilkinson, D.R.E.; Jason Giombetti, D.R.E.
- AVON, NORFOLK CO.**, **ST. MICHAEL** (1908) [CEM] Rev. Thomas C. Boudreau.  
 Res.: 87 N. Main St., 02322-1286. Tel: 508-568-7210; Fax: 508-568-7211. Email: stmichaelsavon@comcast.net.  
*Catechesis/Religious Program*—Carol Franco, D.R.E.
- AYER, MIDDLESEX CO.**, **ST. MARY** (1858) [CEM] Rev. Edmund M. Dorowicz, Sr. Joan Guertin, S.U.S.C., Pastoral Assoc.  
 31 Shirley St., 01432-1219. Tel: 978-772-2414; Fax: 978-772-0727. Email: office@stmarysayer.net. Web: www.stmarysayer.org.  
*Catechesis/Religious Program*
- BEDFORD, MIDDLESEX CO.**, **ST. MICHAEL** (1931) Rev. Mark S. Sheehan. In Res., Rev. Isaac Ebo Mensah (Ghana).  
 Res.: 90 Concord Rd., 01730. Tel: 781-275-6318; Fax: 781-271-9879. Email: office@saintmichaelparishbedford.org. Web: www.saintmichaelparishbedford.org.  
*Catechesis/Religious Program*—Tel: 781-275-6324; Fax: 781-271-0133. Patricia Marks, D.R.E.
- BELLINGHAM, NORFOLK CO.**  
 1—**ASSUMPTION** (1927), Assumption, Bellingham was suppressed. This parish's records are located at St. Blaise, Bellingham.
- 2—**ST. BLAISE** (1982) Rev. Albert M. Parottn.  
 Res. & Office: 1168 Main St., 02019-1597. Tel: 508-966-1258; Fax: 508-988-0310. Web: www.saintblaise.org.  
*Catechesis/Religious Program*—Cheryl Langevin, D.R.E.
- 3—**ST. BRENDAN** (1945) Rev. David J. Mullen; Senior Deacon Robert T. Hackett.  
 Res.: 384 Hartford Ave., 02019-1217. Tel: 508-966-0280; Fax: 508-988-4404. Email: fr.mullen@saintbrendan@verizon.net. Web: www.saintbrendanparish.org.  
*Catechesis/Religious Program*—Gladys Griffin, D.R.E.
- BELMONT, MIDDLESEX CO.**  
 1—**ST. JOSEPH** (1900) Rev. Thomas A. Mahoney.  
 Res.: 345 Waverly St., 02478-2418. Tel: 617-484-0278; Fax: 617-489-5423. Email: rfaretta@stjoseph.belmont.ma.us. Web: www.stjoseph.belmont.ma.us.  
*Catechesis/Religious Program*—Tel: 617-484-1770. Ann Marie Mahoney, C.R.E.
- 2—**ST. LUKE** (1919) Rev. Gerard Petringa; Sr. Kathleen Moran, C.S.J., Pastoral Assoc.  
 Res.: 132 Lexington St., 02478. Tel: 617-484-1996; Fax: 617-484-7831. Email: stlukebelmont@verizon.net. Web: www.stlukebelmont.org.  
*Catechesis/Religious Program*—Tel: 617-484-9357. Robert Flaherty, D.R.E.
- 3—**OUR LADY OF MERCY** (1928), Our Lady of Mercy, Belmont was suppressed. This parish's records are located at St. Luke, Belmont.
- BEVERLY, ESSEX CO.**  
 1—**ST. ALPHONSUS** (1917), St. Alphonsus, Beverly was suppressed. This parish's records are located at St. Mary Star of the Sea, Beverly.
- 2—**ST. JOHN THE EVANGELIST** (1955) Rev. Magr. William F. Cuddy, Admin.  
 Res.: 552 Cabot St., 01915. Tel: 978-922-5542; Fax: 978-921-4563. Email: stjohnc@parishmail.com. Web: www.stjohnchurchbeverly.com.  
 School—111 New Bulch St., 01915. Tel: 978-922-0048. Karen P. McCarthy, Prin.  
*Catechesis/Religious Program*—Jenn Sward, D.R.E. (Elem. School); Jude Odimeo Milan, D.R.E. (High School).
- 3—**ST. MARGARET** (1906) Revs. David J. Barnes, Admin.; Leon Chateau, Parochial Vicar.  
 Res.: 872 Hale St., 01915-2119. Tel: 978-927-0069; Fax: 978-927-9359. Email: cassamarg@comcast.net.  
*Catechesis/Religious Program*—Miss Mary Murray, D.R.E.
- 4—**ST. MARY STAR OF THE SEA** (1870) Revs. David J. Barnes; Leon Chateau, Parochial Vicar.  
 Res.: 253 Cabot St., 01915-4597. Tel: 978-922-0113; Fax: 978-922-8501. Web: www.stmarystar.org.  
 School—13 Chapman St., 01915. Tel: 978-927-3259. Patricia Diglio, Prin.  
*Catechesis/Religious Program*—Christine O'Brien, D.R.E.  
 Convent—St. Mary, 15 Chapman St., 01915-4597.
- BILLERICA, MIDDLESEX CO.**  
 1—**ST. ANDREW** (1868) Rev. James T. Kelly; Ms. Adrienne Cullen, Pastoral Assoc.  
 Res.: 45 Talbot Ave., 01822-1414. Tel: 978-663-3624; Fax: 978-670-1433. Email: pastor@saintandrewbillerica.com. Web: www.saintandrewbillerica.com.  
*Catechesis/Religious Program*—Tel: 978-667-8024. Ann Marie Huff, D.R.E.
- 2—**ST. MARY** (1937) Rev. Francis E. Sullivan; Deacon Allan R. Shanahan.  
 Res.: 795 Boston Rd., 01821. Tel: 978-663-2215; Fax: 978-663-0127. Email: parish@stmarybillerica.com. Web: www.stmarybillerica.com.  
*Catechesis/Religious Program*—Roberta Breen, D.R.E.; James J. Spinale, D.R.E.
- 3—**ST. THERESA OF LISIEUX** (1945) Revs. Shawa W. Allen; P. Augustan Anda Gomez, Parochial Vicar;
- Deacon Phillip T. DiBello. In Res., Rev. John J. McCormick (Retired).  
 Res.: One Grace Ave., 01821-2504. Tel: 978-663-8816; Fax: 978-663-0577. Email: rectory\_pariash@sttheresapariashbillerica.com. Web: www.sttheresapariashbillerica.com.  
*Catechesis/Religious Program*—Stephanie Tuzzolo, D.R.E.; Lorraine Ronan, D.R.E.; Theresa Grajdos, D.R.E.; Carol Roncari, D.R.E.
- BRAINTREE, NORFOLK CO.**  
 1—**ST. CLARE** (1969) Rev. Paul S. Sughrue; Deacon Michael J. Cavanaugh.  
 Res.: 1244 Liberty St., 02184-8299. Tel: 781-848-7480; Fax: 781-356-8380. Email: stclare@verizon.net.  
*Catechesis/Religious Program*—Tel: 781-848-7461. Gilbert Capone, D.R.E.
- 2—**ST. FRANCIS OF ASSISI** (1903) Very Rev. Kevin M. Sepo; Rev. Gregory O. Vozzo, Parochial Vicar; Linda M. Muldoon, Pastoral Assoc. In Res., Very Rev. Mark O'Connell.  
 Res.: 656 Washington St., 02184-6484. Tel: 781-843-1332; Fax: 781-848-0976. Email: parish@sfab.org. Web: www.sfab.org.  
 School—850 Washington St., 02184. Tel: 781-848-0842. Victoria DeBenedictis, Prin.  
*Catechesis/Religious Program*—Margaret L. Donaher, D.R.E.
- 3—**ST. THOMAS MORE** (1938) Rev. James J. McCarthy; Ms. Janella Snarsky, Pastoral Assoc.  
 Res.: 8 Hawthorn Rd., 02184-1402. Tel: 781-843-1980; Fax: 781-843-7110. Web: www.stthomasparish.org.  
*Catechesis/Religious Program*—Tel: 781-843-2142. Anne Vall, D.R.E.; Jerry Hubbard, D.R.E.
- BRIDGEWATER, PLYMOUTH CO.**, **ST. THOMAS AQUINAS** (1846) [CEM] Revs. William D. Devine; John A. D'Arpino, Parochial Vicar; Deacon Gerald P. Ryan.  
 Res.: 103 Center St., 02324-1397. Tel: 508-597-9526; Fax: 508-279-1659. Email: stthomasaquinas@comcast.net. Web: www.stthomasaquinas.com.  
*Catechesis/Religious Program*—Tel: 508-597-3862; Fax: 508-697-8907. Ms. Francine Bell, D.R.E.
- BROCKTON, PLYMOUTH CO.**  
 1—**ST. CASIMIR** (1898), (Lithuanian), Unassigned.  
 Res.: 21 Sawtell Ave., 02302. Tel: 508-585-2226; Fax: 508-569-2761.
- 2—**CHRIST THE KING** (2004) Very Rev. Joseph K. Raskie; Revs. Arlin Jean-Louis, O.M.I., Parochial Vicar; Carlos D. Suarez, Parochial Vicar; Sr. Alice M. Arsenault, S.U.S.C., Pastoral Assoc.; Deacons Philip H. LaFond; Christopher Z. Connelly.  
 Res.: 71 E. Main St., 02302-3122. Tel: 508-588-1576; Fax: 508-588-9393. Web: www.ctk.org.  
*Catechesis/Religious Program*—Judy A. Sullivan, D.R.E.; Joseph Bannan, D.R.E.  
 Convent—45 Erie Ave., 02302. Tel: 508-588-7642.
- 3—**ST. COLMAN OF CLOUTON** (2004), St. Colman of Clouton, Brockton was suppressed. This parish's records are located at Christ the King, Brockton.
- 4—**ST. EDITH STEIN** (2003) Very Rev. Joseph K. Raskie; Revs. Carlos D. Suarez, Parochial Vicar; Egidio Alves dos Santos (Cape Verde), Parochial Vicar; Deacons Christopher Z. Connelly; Philip H. LaFond; Sisters Eugenia DaSilva, F.I.C., Pastoral Assoc.; Djsi, Pastoral Assoc.  
 Res.: 71 E. Main St., 02301-2461. Tel: 508-588-6491; Fax: 508-587-1796. Email: saintedithstein@gmail.com. Web: www.saintedithsteinparish.org.  
*Catechesis/Religious Program*—Tel: 508-588-7032. Mary Ann Yezukovich, D.R.E.
- 5—**ST. EDWARD** (1897), St. Edward, Brockton was suppressed. This parish's records are located at St. Edith Stein, Brockton.
- 6—**ST. MARGARET** (1902), St. Margaret, Brockton was suppressed. This parish's records are located at Our Lady of Lourdes, Brockton.
- 7—**OUR LADY OF LOURDES** (1931) Very Rev. Joseph K. Raskie; Rev. Carlos D. Suarez, Parochial Vicar; Deacon Christopher Z. Connelly; Ms. Jeanne Lafond, Pastoral Assoc.  
 439 West St., 02301. Tel: 508-588-4715; Fax: 508-584-6257. Email: ourlourdes@comcast.net. Web: ourlourdes-brockton.com.
- 8—**OUR LADY OF OSTROBRAMA** (1914), Our Lady of Ostrobrama, Brockton was suppressed. This parish's records are located at St. Edith Stein, Brockton.
- 9—**ST. PATRICK** (1856) Rev. Jose M. Abalon (NEW).  
 Res.: 335 Main St., 02301-5396. Tel: 508-588-4840; Fax: 508-941-0639. Email: stpatrickbrockton@yahoo.com.
- 10—**SACRED HEART** (1891), Sacred Heart, Brockton was suppressed. This parish's records are located at Christ the King, Brockton.
- BROOKLINE, NORFOLK CO.**  
 1—**ST. AIDAN** (1911), St. Aidan, Brookline was suppressed. This parish's records are located at St. Mary of the Assumption, Brookline.
- 2—**INFANT JESUS** (1838), Infant Jesus, Brookline was



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## CATHOLIC CHURCH IN THE U.S.

- suppressed. This parish's records are located at St. Mary of the Assumption, Brookline.
- 3—**INFANT JESUS-ST. LAWRENCE** (Chesnut Hill) (1999), Infant Jesus-St. Lawrence, Brookline was suppressed. This parish's records are located at St. Mary of the Assumption, Brookline.
- 4—**ST. LAWRENCE** (1898), St. Lawrence, Brookline was suppressed. This parish's records are located at St. Mary of the Assumption, Brookline.
- 5—**ST. MARY OF THE ASSUMPTION** (1852) Very Rev. Brian M. Clery; Rev. Robert J. Congdon, Parochial Vicar; Deacon James A. Manzi.  
Res.: 5 Linden Pl., 02445-7311. Tel: 617-734-0444; Fax: 617-734-3001. Web: [www.stmarybrookline.com](http://www.stmarybrookline.com).  
School—67 Harvard St., 02445. Tel: 617-566-7184. Maureen Jutra, Prin.  
Catechesis/Religious Program—Julianne J. Shanklis, D.R.E.
- BURLINGTON, MIDDLESEX CO.**
- 1—**ST. MALACHI** (1904) Rev. John M. Capuci.  
Res.: 98 Bedford St., 01803. Tel: 781-272-5111; Fax: 781-270-9407. Email: [office@stmalachy.org](mailto:office@stmalachy.org). Web: [www.stmalachy.org](http://www.stmalachy.org).  
Catechesis/Religious Program—Donald P. Nealon, D.R.E.; Susan Hurta, D.R.E.; Ms. Anna Molettieri, D.R.E.
- 2—**ST. MARGARET** (1946) Rev. Joseph P. Robinson; Deacon Richard P. Biotta.  
Res.: 111 Winn St., 01803. Tel: 781-272-3111; Fax: 781-272-9204. Email: [tlapag2@verizon.net](mailto:tlapag2@verizon.net). Web: [www.stmargaretchurch.net](http://www.stmargaretchurch.net).  
Catechesis/Religious Program—Tel: 781-935-7373. Mary Murgo, D.R.E.
- CAMBRIDGE, MIDDLESEX CO.**
- 1—**ST. ANTHONY OF PADUA** (1902), (Portuguese), Very Rev. Walter A. Correia; Rev. James M. Achadina, Parochial Vicar. In Res., Revs. Cristiano G. Borro Barbosa (Brazil); Leonel V. Batista (Portugal).  
Res.: 400 Cardinal Medeiros Ave., 02141-1411. Tel: 617-547-5593; Fax: 617-547-1505. Email: [stanthony.cam@verizon.net](mailto:stanthony.cam@verizon.net). Web: [www.stanthony-cambridge.com](http://www.stanthony-cambridge.com).  
Catechesis/Religious Program—Mariaxinha Sousa, D.R.E.
- 2—**BLESSED SACRAMENT** (1905), Blessed Sacrament, Cambridge was suppressed. This parish's records are located at St. Mary of the Annunciation, Cambridge.
- 3—**ST. FRANCIS OF ASSISI** (1917), (Italian), Rev. Norbert DuMatto, O.P.M. (Retired); Ms. Joan DeGuglielmo, Pastoral Assoc.  
Res.: 42 Scliarappa St., 02141. Tel: 617-878-6754; Fax: 617-878-6753. Email: [stfrancis.42@yahoo.com](mailto:stfrancis.42@yahoo.com).
- 4—**ST. HEDWIG** (1907), St. Hedwig, Cambridge was suppressed. This parish's records are located at Archives, Boston.
- 5—**IMMACULATE CONCEPTION** (1910), (Lithuanian), Immaculate Conception, Cambridge was suppressed. This parish's records are located at Sacred Heart, Cambridge.
- 6—**IMMACULATE CONCEPTION** (1926), Immaculate Conception, Cambridge was suppressed. This parish's records are located at St. John the Evangelist, Cambridge.
- 7—**ST. JOHN THE EVANGELIST** (1893) Revs. Charles E. Collins, Arlin Jean-Louis, O.M.I., Parochial Vicar; Deacon Alfred J. Genoux, In Res., Revs. Robert E. Nes (Retired); Thomas L. Leclerc, M.S.  
Res.: 2254 Massachusetts Ave., 02140-1837. Tel: 617-547-4660; Fax: 617-441-8028. Email: [info@stjohncambridge.org](mailto:info@stjohncambridge.org). Web: [www.stjohncambridge.org](http://www.stjohncambridge.org).  
Catechesis/Religious Program—Maureen McGonia, D.R.E.
- 8—**ST. MARY OF THE ANNUNCIATION** (1897) Revs. Gabriel Troy; James C. Butte, S.D.V., Parochial Vicar; Deacon Stanley A. Straub.  
Res.: 134 Norfolk St., 02138. Tel: 617-547-0120; Fax: 617-547-0232. Email: [parishinfo@stmaryoftheannunciation.com](mailto:parishinfo@stmaryoftheannunciation.com). Web: [www.stmaryoftheannunciation.com](http://www.stmaryoftheannunciation.com).  
Catechesis/Religious Program—Tel: 617-547-0146. Maria Bernudez, D.R.E.
- 9—**OUR LADY OF PITY** (1892), Our Lady of Pity, Cambridge was suppressed. This parish's records are located at St. John the Evangelist, Cambridge.
- 10—**ST. PATRICK** (1908), St. Patrick, Cambridge was suppressed. This parish's records are located at Sacred Heart, Cambridge.
- 11—**ST. PAUL** (1875) Revs. Michael E. Drea; James W. Savage, Parochial Vicar. In Res., Revs. Matthew J. Westcott; George S. Sakmann, O.S.F.S.  
Res.: 29 Mt. Auburn St., 02138-6097. Tel: 617-491-8400; Fax: 617-354-7092. Email: [info@stpaulparish.org](mailto:info@stpaulparish.org). Web: [www.stpaulparish.org](http://www.stpaulparish.org).  
School—Boston Archdiocesan Choir School, Tel: 617-868-8858. Jeanine D. Zito, Prin.  
Catechesis/Religious Program—Ms. Patty Lee, D.R.E.
- 12—**ST. PETER** (1848) Rev. Leonard F. O'Malley; Deacon Thomas L. O'Donnell; Ms. Anna Molettieri,

- Pastoral Assoc.  
Res.: 31 Buckingham St., 02138-2297. Tel: 617-547-4235; Fax: 617-547-1525. Email: [office@stpetercambridge.org](mailto:office@stpetercambridge.org). Web: [www.stpetercambridge.org](http://www.stpetercambridge.org).  
School—96 Concord Ave., 02138. Tel: 617-547-0101. Mrs. Mary Jo Keaney, Prin. Sisters 5; Lay Teachers 7; Students 201.  
Catechesis/Religious Program—Kathryn Smith, D.R.E.
- 13—**SACRED HEART** (1842) Rev. John P. Tacknoy.  
Res.: 49 Sixth St., 02141-1594. Tel: 617-547-0399; Fax: 617-441-8848. Email: [sacredheartof@men.com](mailto:sacredheartof@men.com).  
Catechesis/Religious Program—  
**CANTON, NORFOLK CO.**
- 1—**ST. GERARD MAJELLA** (1960) Rev. John L. Sullivan; Ms. Ellie George, Pastoral Assoc.  
Res.: 1860 Washington St., 02021. Tel: 781-828-3420; Fax: 781-828-2520. Email: [welcome@stgerard.org](mailto:welcome@stgerard.org). Web: [www.stgerard.org](http://www.stgerard.org).  
Catechesis/Religious Program—Eleanor George, D.R.E.
- 2—**ST. JOHN THE EVANGELIST** (1851) Rev. Michael F. McLeillon. In Res., Rev. Magr. Charles J. Bourque (Retired); Rev. John F. Reardon.  
Res.: 700 Washington St., 02021-3038. Tel: 781-828-0090; Fax: 781-828-2460. Web: [www.stjohncantn.org](http://www.stjohncantn.org).  
School—698 Washington St., 02021-3038. Tel: 781-828-2130. Charlotte Kelly, Prin. Sisters 1; Lay Teachers 25; Students 281.  
Catechesis/Religious Program—Tel: 781-828-6130. Mrs. Lorraine M. Wright, D.R.E.
- CARLETON, MIDDLESEX CO., ST. ISIDORE** (1960) Revs. Thomas P. Donohoe; Remains Rurangirwa (Rwandese), Parochial Vicar; Deacons Dean C. Bulpett; Chant A. Ferraro.  
Res.: 187 East St., 01741-1104. Tel: 978-389-3940; Fax: 978-287-1440. Email: [stisidore@comcast.net](mailto:stisidore@comcast.net). Web: [www.stisidore.org](http://www.stisidore.org).  
Catechesis/Religious Program—Georgia Winfrey, D.R.E.
- CARY, PLYMOUTH CO., OUR LADY OF LOURDES** (1960) Rev. Anthony J. Medina; Deacon Paul D. Coughlin. Parish Office: 130 Main St., 02330-0068. Tel: 508-866-4000; Fax: 508-866-5588. Email: [ololcarver@comcast.net](mailto:ololcarver@comcast.net). Web: [www.ourladyoflourdesparishesonline.com](http://www.ourladyoflourdesparishesonline.com).  
Catechesis/Religious Program—Tel: 508-866-9211. Linda Cedrone, D.R.E.
- CHILMARK, MIDDLESEX CO.**
- 1—**ST. JOHN THE EVANGELIST** (1893) Very Rev. Paul E. Ritt; Rev. Richard G. Curran, Parochial Vicar. In Res., Rev. Francis B. Leonard (Retired).  
Res.: 115 Middlesex St., 01888-2030. Tel: 978-251-8571; Fax: 978-251-7873. Email: [stjohnchurch@parishmail.com](mailto:stjohnchurch@parishmail.com). Web: [www.stjohnchilmarkford.org](http://www.stjohnchilmarkford.org).  
Catechesis/Religious Program—Tel: 978-251-4310. Ms. Debra Anderson, D.R.E.
- 2—**ST. MARY** (1931) Revs. Stephen B. Donohoe; Thomas B. Corcoran, Parochial Vicar.  
Res.: 25 North Rd., 01824-2767. Tel: 978-258-2374; Fax: 978-258-0122. Web: [www.stmary.org](http://www.stmary.org).  
Catechesis/Religious Program—Ms. Heather Hannaway, D.R.E.
- CHELSEA, SUFFOLK CO.**
- 1—**OUR LADY OF GRACE** (1913) Very Rev. James J. Barry; Ms. Linda DeCristoforo, Pastoral Assoc.  
Res.: 59 Nichols St., 02150-1225. Tel: 617-884-0030; Fax: 617-884-0967. Email: [oloparish@comcast.net](mailto:oloparish@comcast.net). Web: [www.olgp.net](http://www.olgp.net).  
Catechesis/Religious Program—Fax: 617-884-2482. Sr. Kathy Stark, D.R.E.
- 2—**OUR LADY OF THE ASSUMPTION** (1907), Our Lady of the Assumption, Chelsea was suppressed. This parish's records are located at Saint Rose of Lima, Chelsea.
- 3—**ST. ROSE OF LIMA** (1849) Very Rev. Terence J. Moran; Revs. Succes Jeanty (Mexican), Parochial Vicar; Cao Xuan Thanh, C.M.C., Parochial Vicar; Sr. Orquidea Soza, H.M.C.J., Pastoral Assoc.; Deacons Luis F. Rivera; Alejandro Izola.  
Res.: 601 Broadway, 02150-2998. Tel: 617-889-2774; Fax: 617-869-2854. Email: [stroschelsea@hotmail.com](mailto:stroschelsea@hotmail.com).  
School—580 Broadway, 02150-2998. Tel: 617-884-2826. Mary Ann Babin, Prin. Sisters 8; Lay Teachers 10; Students 423.  
Catechesis/Religious Program—Marie Horgan, D.R.E. (English); Sor Ynocencia, D.R.E. (Spanish); Danha Nguyen, D.R.E. (Vietnamese).
- 4—**ST. STANISLAUS** (1905), (Polish), Rev. Andrew T. Grelek.  
Res.: 163 Chestnut St., 02150. Tel: 617-889-0281; Fax: 617-466-2107. Email: [stanislaus81@comcast.com](mailto:stanislaus81@comcast.com).
- CHABERT, NORFOLK CO., ST. ANTHONY OF PADUA** (1886) Rev. John R. Mulvihill; Deacon Paul S. Rooney.

- Res.: 129 S. Main St., 02025. Tel: 781-383-0219; Fax: 781-383-2988 (Rectory). Email: [stanthonycoh@aol.com](mailto:stanthonycoh@aol.com). Web: [www.stanthonycohasset.org](http://www.stanthonycohasset.org).  
Catechesis/Religious Program—Tel: 781-383-0630. Virginia Macdon, D.R.E.
- CONCORD, MIDDLESEX CO.**
- 1—**ST. BERNARD** (1883), St. Bernard, Concord was suppressed. This parish's records are located at Holy Family, Concord.
- 2—**HOLY FAMILY** (2004) Rev. Austin H. Floming; Deacons Charles I. Clough; Gregory J. Burch; Sr. Rose Marie Lipke, C.D.P., Pastoral Assoc.  
Res.: 70 Monument Sq., 01742. Tel: 978-389-7442; Fax: 978-371-0853. Email: [holyfamily@holyfamilyconcord.org](mailto:holyfamily@holyfamilyconcord.org). Web: [www.holyfamilyconcord.org](http://www.holyfamilyconcord.org).  
Catechesis/Religious Program—Sandra Moulet, D.R.E.; Helen Cushman, D.R.E.
- 3—**OUR LADY HELP OF CHRISTIANS** (1907), Our Lady Help of Christians, Concord was suppressed. This parish's records are located at Holy Family, Concord.
- DANVERS, ESSEX CO.**
- 1—**ST. MARY OF THE ANNUNCIATION** (1871) (CEM) Rev. Gerard L. Dorgan; Mr. Dominic Margaglione, Pastoral Assoc. In Res., Rev. Magr. Frederick J. Murphy (Retired).  
Res.: 24 Conant St., 01923-2988. Tel: 978-774-0340; Fax: 978-774-9407. Email: [stmarydanvers@comcast.net](mailto:stmarydanvers@comcast.net). Web: [www.stmarychurchdanvers.org](http://www.stmarychurchdanvers.org).  
School—14 Otis St., 01923. Tel: 978-774-0307. Molly Kelley, Prin.  
Catechesis/Religious Program—Tel: 978-774-8605. John J. Dillon, D.R.E.; Judy DiGennaro, D.R.E.
- 2—**ST. RICHARD OF CHICHESTER** (1963) Rev. Bruce O. Flanagan; Deacon Edward P. Elibero.  
Res.: 90 Forest St., 01923-1808. Tel: 978-774-7576; Fax: 978-774-8543. Web: [www.stricharddanvers.org](http://www.stricharddanvers.org).  
School—St. Mary of the Annunciation School, 20 Otis St., 01923-1808. Tel: 978-774-0307. Molly Kelley, Prin.  
Catechesis/Religious Program—Doreen Verda, D.R.E.
- DEGRAND, NORFOLK CO.**
- 1—**ST. MARY** (1866) (CEM) Revs. William T. Kelly; Paul V. Sullivan, Parochial Vicar; Deacon Louis W. Shedy; Sr. Barbara Lavin, O.P., Pastoral Assoc. In Res., Revs. Joseph P. Mozer Jr.; Michael C. Harrington.  
Res.: 420 High St., 02026-2892. Tel: 781-526-0660; Fax: 781-328-1809. Email: [secretary@stmaryonline.net](mailto:secretary@stmaryonline.net). Web: [www.stmaryonline.net](http://www.stmaryonline.net).  
Catechesis/Religious Program—Tel: 781-329-5488. Sr. Anne Michael Hannigan, S.N.D., D.R.E.
- 2—**ST. SUSANNA** (1980) Rev. Stephen S. Josama; Deacon Laurence J. Bloom; Ms. Mary Scanlon, Pastoral Assoc.  
Res.: 262 Needham St., 02026-7009. Tel: 781-329-9575; Fax: 781-329-5966. Email: [saintsusan@hotmail.com](mailto:saintsusan@hotmail.com). Web: [www.saintsusan.org](http://www.saintsusan.org).  
Catechesis/Religious Program—Nancy Leoncini, D.R.E.
- DOVER, NORFOLK CO., MOST PRECIOUS BLOOD** (1959) Very Rev. John J. Grimes.  
30 Centre St., 02030-0812. Tel: 508-785-0305; Fax: 508-785-0432. Email: [mpb.dover@verizon.net](mailto:mpb.dover@verizon.net). Web: [www.mostpreciousbloodchurch.org](http://www.mostpreciousbloodchurch.org).  
Catechesis/Religious Program—Tel: 508-785-9909 (Grades 6-12); 508-785-1217. Ann Carroll, D.R.E. (Grades 1-5); Regina O'Connor, D.R.E. (Grades 6-12).
- DRACUT, MIDDLESEX CO.**
- 1—**ST. FRANCIS OF ASSISI** (1963) Very Rev. Brian E. Mahoney; Deacon John C. Hunt; Ms. Kathleen Long, Pastoral Assoc. Tel: 978-453-4460. Parish Office: 115 Wheeler Rd., 01828-4254. Tel: 978-452-8611; Fax: 978-452-0772. Web: [www.stfrancis.net](http://www.stfrancis.net).  
Catechesis/Religious Program—
- 2—**ST. MARGARET D'YOUVILLE** (2001) Revs. Marc J. Bishop; Garcia Brenneville (Haiti), Parochial Vicar; Deacon Everett P. Panney; Ms. Joan Donnelly, Pastoral Assoc.  
Res.: 188 Mammoth Rd., Lowell, 01854. Tel: 978-957-0322; Fax: 978-957-5266. Email: [stmar@comcast.net](mailto:stmar@comcast.net). Web: [www.stmar.org](http://www.stmar.org).  
School—St. Louis, 77 Bolwert St., Lowell, 01850. Tel: 978-458-7594. Sr. Irene Martineau, S.A.S.V., Prin.  
Convent—85 Bolwert St., Lowell, 01850. Tel: 978-454-6742.
- 3—**ST. MARY OF THE ASSUMPTION** (1809), St. Mary of the Assumption, Dracut was suppressed. This parish's records are located at St. Marguerite d'Youville, Dracut.
- 4—**ST. THERESA** (1977), St. Theresa, Dracut was suppressed. This parish's records are located at St.



# Archdiocese of Boston

(Archidiecesis Bostoniensis)

His Eminence

SEÁN PATRICK CARDINAL O'MALLEY,  
O.F.M.CAP.

Most Reverend

WALTER JAMES EDYVEAN

Titular Bishop of Aelia, Auxiliary Bishop of Boston, Vicar General and Regional Bishop-West; ordained priest December 18, 1984; ordained Bishop September 14, 2001. Office: 6 Wilson St., Natick, MA 01760. Tel: 508-647-0298; Fax: 508-647-1542. Res.: Saint Patrick Rectory, 44 E. Central St., Natick, MA 01760. Tel: 508-647-1880.

Most Reverend

JOHN ANTHONY DOOHER

Titular Bishop of Thovesta, Auxiliary Bishop of Boston, Vicar General and Regional Bishop-South; ordained priest May 21, 1969; ordained Bishop December 12, 2008. Office: 236 Pleasant St., Weymouth, MA 02180-2699. Tel: 781-337-4413; Fax: 781-337-3825. Res.: Saint Jerome Rectory, 632 Bridge St., Weymouth, MA 02191. Tel: 781-336-2038; Fax: 781-340-7165.

Most Reverend

ROBERT FRANCIS HENNESSEY

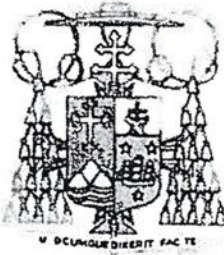
Titular Bishop of Tigina, Auxiliary Bishop of Boston, Vicar General and Regional Bishop-Central; ordained priest May 20, 1978; ordained Bishop December 12, 2006. Office: 841 E. Broadway, Boston, MA 02127-2302. Tel: 617-269-4001; Fax: 617-269-4008. Res.: Saint James the Greater Rectory, 135 Harrison Ave., Boston, MA 02111. Tel: 617-642-8498; Fax: 617-642-2708.

Most Reverend

ARTHUR LEO KENNEDY

Titular Bishop of Tmidna, Auxiliary Bishop of Boston, Vicar General & Rector of Saint John Seminary; ordained priest December 17, 1966; ordained Bishop September 14, 2010. Office & Res.: 127 Lake St., Brighton, MA 02135-3899. Tel: 617-254-2610; Fax: 617-787-3336.

Archbishop of Boston; ordained priest August 29, 1970; ordained Coadjutor Bishop of St. Thomas in the Virgin Islands August 2, 1984; succeeded to the See, October 16, 1985; Named sixth Bishop of Fall River, MA June 16, 1992; installed August 10, 1992; Named fourth Bishop of Palm Beach, FL September 3, 2002; installed October 19, 2002. Named ninth Bishop and sixth Metropolitan Archbishop of Boston July 1, 2003; installed July 30, 2003; Named Cardinal Priest with the title of Santa Maria della Vittoria, in the consistory of March 24, 2008. Office: 66 Brooks Dr., Braintree, MA 02184-3839. Tel: 617-782-2544; Fax: 617-779-3820. Res.: Cathedral of the Holy Cross, 75 Union Park St., Boston, MA 02118. Tel: 617-642-5882; Fax: 617-642-5928.



Chancery Office: 66 Brooks Dr., Braintree, MA 02184-3839. Tel: 617-254-0100; Fax: 617-779-4571.

Web: [www.bostoncatholic.org](http://www.bostoncatholic.org)

Most Reverend

PETER JOHN UGLIETTO

Titular Bishop of Thauricum, Auxiliary Bishop of Boston, Vicar General and Regional Bishop-North; ordained priest May 21, 1977; ordained Bishop September 14, 2010. Office: 89 Margin St., Peabody, MA 01960. Tel: 978-531-1013; Fax: 978-531-5312. Res.: Saint Patrick Rectory, 9 Pomeworth St., Stoughton, MA 02180-2025. Tel: 781-438-0950; Fax: 781-438-6809.

Most Reverend

JOHN PATRICK BOLES

Titular Bishop of Nova Sparsa; ordained priest February 2, 1955; ordained Bishop May 21, 1992; retired October 12, 2008. Office: 841 E. Broadway, Boston, MA 02127-2302. Tel: 617-269-4001; Fax: 617-269-4006. Res.: Saint Mary of the Assumption Rectory, 5 Linden St., Brookline, MA 02445-7311. Tel: 617-734-0444; Fax: 617-734-8001.

Most Reverend

FRANCIS XAVIER IRWIN

Titular Bishop of Uhasa and Vicar General; ordained priest February 2, 1960; ordained Bishop September 17, 1986; retired October 15, 2009. Res.: Saint Raphael Rectory, 38 Boston Ave., Medford, MA 02155. Tel: 781-489-6444; Fax: 781-483-3376.

Most Reverend

EMILIO SIMON ALLUE, S.D.B.

Titular Bishop of Croe and Vicar General; ordained priest December 22, 1986; ordained Bishop September 17, 1996; retired June 30, 2010. Res.: Saint Theresa of Avila Rectory, 10 Saint Theresa Ave., Boston, MA 02132. Tel: 617-326-1300; Fax: 617-326-0380.

Square Miles 2,485.

Created a Diocese April 8, 1808; Made Metropolitan Archdiocese February 12, 1875.

Comprises the Counties of Essex, Middlesex, Norfolk, Suffolk and Plymouth (the towns of Marion, Mattapoisett and Wareham excepted) in the Commonwealth of Massachusetts.

For legal titles of parishes and archdiocesan agencies and institutions, consult the Chancery Office.

## STATISTICAL OVERVIEW

<b>Personnel</b>					
Cardinals	1	Catholic Hospitals	6	Total Students	15,155
Auxiliary Bishops	5	Total Assisted	708,219	Elementary Schools, Diocesan and Parish	79
Retired Bishops	3	Health Care Centers	3	Total Students	24,087
Retired Abbots	1	Total Assisted	7,511	Elementary Schools, Private	9
Priests: Diocesan Active in Diocese	370	Homes for the Aged	15	Total Students	2,264
Priests: Diocesan Active Outside Diocese	28	Total Assisted	2,582	Non-residential Schools for the Disabled	2
Priests: Diocesan in Foreign Missions	4	Residential Care of Children	1	Total Students	139
Priests: Retired, Sick or Absent	297	Total Assisted	921	Catechesis/Religious Education:	
Number of Diocesan Priests	699	Day Care Centers	11	High School Students	28,624
Religious Priests in Diocese	605	Total Assisted	1,110	Elementary Students	97,419
Total Priests in Diocese	1,204	Specialized Homes	21	Total Students under Catholic Instruction	191,814
Extern Priests in Diocese	64	Total Assisted	1,722	Teachers in the Diocese:	
<b>Ordinations:</b>		Special Centers for Social Services	43	Priests	7
Diocesan Priests	6	Total Assisted	208,000	Brothers	31
Transitional Deacons	1	Other Institutions	8	Sisters	91
Permanent Deacons	13	Total Assisted	35,410	Lay Teachers	3,177
Permanent Deacons in Diocese	265	<b>Educational</b>		<b>Vital Statistics</b>	
Total Brothers	151	Seminaries, Diocesan	3	Receptions into the Church:	
Total Sisters	1,760	Students from This Diocese	61	Infant Baptism Totals	13,390
<b>Parishes</b>		Students from Other Diocese	93	Minor Baptism Totals	2,434
Parishes	289	Diocesan Students in Other Seminaries	2	Adult Baptism Totals	260
With Resident Pastor	273	Seminaries, Religious	1	Received into Full Communion	255
Resident Diocesan Priests	16	Students Religious	33	First Communions	16,786
Resident Religious Priests	1	Total Seminarians	96	Confirmations	13,305
Missions	1	Colleges and Universities	6	<b>Marriages:</b>	
New Parishes Created	1	Total Students	24,900	Catholic	2,409
Closed Parishes	3	High Schools, Diocesan and Parish	3	Interfaith	603
Professional Ministry Personnel:		Total Students	1,160	Total Marriages	8,012
Sisters	38	High Schools, Private	29	Deaths	14,426
Lay Ministers	241			Total Catholic Population	1,807,002
Welfare				Total Population	3,764,587

Former Bishops—His Eminence JOHN LUTSUS  
CARDINAL DE CHERVIER, ord. Dec. 18, 1790; appt.  
first Bishop of Boston, April 8, 1808; ord. Bishop

Nov. 1, 1810; Apostolic Administrator of New  
York, NY (1810-1816); transferred to Montauban  
May 3, 1823; appt. Archbishop of Bordeaux Oct. 2,

1826; named Cardinal, Feb. 1, 1836 (died before  
receiving red hat and titular church); died July  
19, 1836; Most Rev. BENEDICT J. FENWICK, S.J.,



Commonwealth of Massachusetts  
Department of Revenue  
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L0567645824  
Notice Date: December 3, 2018  
MA Taxpayer ID: 11503447



## CERTIFICATE OF EXEMPTION



ST MARY OF THE ASSUMPTION PARISH  
5 LINDEN PL  
BROOKLINE MA 02445-7801

000142

Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

### Certificate of Exemption

ST MARY OF THE ASSUMPTION PARISH  
5 LINDEN PL  
BROOKLINE MA 02445-7801

MA Taxpayer ID: 11503447  
Certificate Number: 566142976

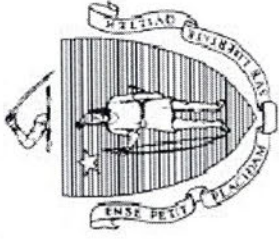
This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: January 4, 2019

Expiration Date: January 3, 2029



*Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*  
*Office of the State Fire Marshal*



## **Certificate of Completion**

*This certifies that*

Hanson Nathaniel

*Successfully completed the Crowd Manager Training Program*

*In accordance with 527 CMR 1.00:20.1.5.6 - Designation of a Crowd Manager*

Date issued: September 22, 2021

Expires: September 22, 2024

Certificate #: XqeDOjttBYk1seV

**Peter Ostroskey**

**State Fire Marshal**



## **One Day Temporary Alcohol license**

Applicant: Mamaleh's Delicatessen  
Location: 1659 Beacon Street

### **Application Details:**

A Temporary Wine and Malt Beverages Sales License to Heart Jr, LLC d/b/a Mamaleh's Delicatessen to be held on Monday, October 11, 2021 for Marathon Route from 8:00AM – 4:00PM at 1659 Beacon Street.

### **Report:**

Police Department (Approved)



MARK P. MORGAN  
ACTING CHIEF OF POLICE

**BROOKLINE POLICE DEPARTMENT**  
*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 28 September 2021

RE: Temporary Wine and Malt Beverage – One Day Permit – 10/11/2021  
Mamaleh's Delicatessen

---

Sir,

Mamaleh's Delicatessen at 1659 Beacon St. Brookline MA 02445, through owner Alon Munzer, has applied for a Section 14 One Day Permit for Wine and Malt Beverage on Monday, October 11th, 2021, from 8:00 AM to 4:00 PM.

Mr. Munzer will be the responsible owner/manager and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

All alcoholic beverages will be served by Mr. Munzer and employee John Kessen who are both Tips certified in the safe service of alcohol. Alcoholic beverages will be offered with food service in the delicatessen and the outside patio seating area.

I have spoken to Mr. Munzer about the sale of alcohol and the large crowds in the area during the Boston Marathon. I have stressed the importance of checking patron identifications and being vigilant in the amount of alcohol served to any one person. At this time, I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: September 16, 2021

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May we please have a report on the attached request for:

A Temporary Wine and Malt Beverages Sales License to Heart Jr, LLC d/b/a Mamaleh's Delicatessen to be held on Monday, October 11, 2021 for Marathon Route from 8:00AM – 4:00PM at 1659 Beacon Street.

This application will go before the Board on **October 5, 2021**. May we please have the report no later than **September 29, 2021**.

Thank you.



OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

**APPLICATION FOR A TEMPORARY  
ALCOHOLIC BEVERAGES LICENSE**

ON TOWN PROPERTY Yes ☐ No ☒  
WINE & MALT ☒ ALL ALCOHOL (non profit only) ☐

Date: 9/12/21

I hereby make application for a TEMPORARY ALCOHOLIC BEVERAGES LICENSE for the purpose  
of selling and dispensing alcoholic beverages permitted by law at a  
Restaurant which is on the Boston Marathon Route

(state weather meeting, banquet, concert, picnic, wedding, etc.)

HEART JR, LLC dba Mamaleh's Delicatessen

which is to be held by \_\_\_\_\_  
(Name of Organization)

1659 Beacon Street, Brookline, MA 02445

\_\_\_\_\_  
(Address of Organization)

a LLC \_\_\_\_\_ organization, on the 11 day of October

between the hours of 8am - 4pm at the following described place:

Within our restaurant and on the licensed sidewalk patio in front of our establishment

**[NOTE: Under state law, temporary licensees may not sell alcoholic beverages between the  
hours of 2:00AM and 8:00AM]**

State law permits issuance of a temporary license to sell alcohol only to the responsible  
manager of an organization.



### 3.G.

The above organization represents and warrants that the following individual is the organization's responsible manager:

Name: Alon Munzer Address: 1111 Beacon Street #62 Brookline, MA  
Title: Owner Date of Birth: 4/1/77  
Telephone number(s) (24-hour contact information): 617-308-0005  
Email address (es): alon@mamalehs.com

Complete name and address of officer of the organization applying:

Name: Rachel Miller Munzer Title: Owner Address: 1111 Beacon Street #62  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

1) How many cases or barrels, etc. of alcohol beverages are to be available for sale?

20

2) What is the maximum number of people to attend? As per our capacity

3) What is the age group of people to attend? All ages

4) Are you charging an admission fee? ☐ Yes ☒ No

5) Are you charging for alcoholic beverages? ☒ Yes ☐ No

6) Is the event open to the public? ☒ Yes ☐ No

7) Are tickets to the event available for purchase? ☐ Yes ☒ No

8) Will the event feature a bar? ☐ Yes ☒ No

If yes to the above, please attach the Massachusetts Department of Fire Services' Crowd Manager Regulations and Training Program Certificate to application. This on-line training may be found at: <https://www.mass.gov/crowd-manager-regulations-and-training-program>

9) How will alcoholic beverages be dispensed or served and by whom? Please state the name, addresses and telephone numbers of all person(s) serving alcoholic beverages.

Alon Munzer, 1111 Beacon Street #62, 02446, 617-308-0005, John Kessen 617-272-20

Rachel Miller Munzer, 1111 Beacon Street #62, 02446, 617-233-9839

10) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service-of-alcohol training, and the date(s) of any such certification or training. (PLEASE ATTACH DOCUMENTATION PERTAINING TO SUCH CERTIFICATION OR TRAINING):

Alon Munzer and John Kessen are both TIPS certified



### 3.G.

11) If any attending are under the age of 21, what method will be used to check I.D.s and what procedures will be followed to make certain that those under the age of 21 are not served and are not allowed to consume alcoholic beverages? Checking ID as per TIPS certification.

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12) Will a police detail or other types of security be provided? ☐ Yes ☒ No

If "yes" what type and how many? \_\_\_\_\_

Note: Police details are arranged for by contacting the Brookline Police Department.

13) If different from the responsible manager identified above, please state the name, address age, and 24-hour contact information of the official employee or representative of the organization who will be physically present at the event and who has been duly authorized by the organization to be responsible for supervising the event to ensure compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and maintenance of order and decorum:

N/A

(Name)

(Address)

(Date of Birth)

Telephone number(s) (24-hour contact information): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

14) Does the organization have a pending application for a license as a common victualler, innholder or club? Is the premises for which a temporary license is sought already the subject of a liquor license? ☐ Yes ☒ No

If the answer is yes to either question, please detail: \_\_\_\_\_

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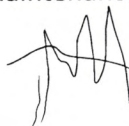
15) Please describe the portion(s) of the premises where the sale, storage and/or furnishing of alcohol will take place, including a specification and description of all indoor and outdoor portions of the premises (e.g., in the case of a function, table areas, bars, dance floors, tented area, etc.): Beer and Wine will be sold from our counter and be consumed in the restaurant or on the patio. There will be three owners on site in addition to staff to oversee

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**Town Property Use:** In the event that the applicant seeks to use a Town Property in connection with the event that is the subject of this application, this application must be accompanied by proof that the application has secured and that there is in effect during the period of time for which the license is sought, a general liability policy naming the Town as an additional insured, or, if the general liability policy exempts alcohol-related incidents or occurrences, a liquor liability policy naming the Town as an additional insured. By signing this application, the organization and its officers, employees, agents and representatives absolve the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's proposed use. By signing this application, the organization agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the use, and agrees to indemnify the Town for any expenses the Town incurs in restoring the property to its condition prior to the use in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.

**Certification:** I certify that I, as the responsible manager of the organization, have been duly authorized to apply for this license on behalf of the organization, and that I will be responsible for the organization's compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and for the maintenance of order and decorum at the event.



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Signature of Responsible Manager



**This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.**  
Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.

Sincerely,



Adam F. Chafetz  
HCI President

**TIPS**<sup>®</sup>

ID#: 5273082    Name: John Kessen  
Exam Date: 1/2/2020    Expiration Date: 1/2/2023



eTIPS On Premise 3.0  
**CERTIFIED**

Issued: 1/2/2020    Expires: 1/2/2023  
ID#: 5273082

John Kessen  
Big Dipper Hospitality  
1 Kendall Sq  
Cambridge, MA 02139-1562

For service visit us online at [www.gettips.com](http://www.gettips.com)



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**Congratulations!**

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If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



Sincerely,

A handwritten signature in black ink, appearing to read "Adam Chafetz".

**Adam F. Chafetz**  
HCI President

ID#: 5277069    Name: Alon Munzer  
Exam Date: 1/10/2020    Expiration Date: 1/10/2023



**CERTIFIED**

eTIPS On Premise 3.0

Issued: 1/10/2020    Expires: 1/10/2023  
ID#: 5277069

Alon Munzer  
Bigdipper Hospitality  
Mamalehs  
1 Kendall Sq Bldg 300  
Cambridge, MA 02139-1562

For service visit us online at [www.gettips.com](http://www.gettips.com)

3.G





# TOWN of BROOKLINE

## *Massachusetts*

**MELVIN A. KLECKNER**  
TOWN ADMINISTRATOR

333 WASHINGTON STREET  
BROOKLINE, MASSACHUSETTS 02445  
TEL. (617) 730-2211  
FAX: (617) 730-2054  
[www.brooklinema.gov](http://www.brooklinema.gov)

### Memorandum

To: Select Board

From: Mel Kleckner, Town Administrator

Subject: Director of Planning and Community Development Appointment

Date: Friday, October 1, 2021

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I am pleased to recommend for the Select Board's approval the appointment of Kara Brewton, PE, to become the Town's next Director of Planning and Community Development. This department head vacancy is created by Alison Seinfeld's impending retirement. Ms. Brewton has served as director of the Department's Economic Development and Long-Term Planning Division since 2008. She also served as the Acting Planning and Community Development Director during the last transition in 2012-2013.

It is my practice and the Town's custom to engage in a robust and competitive process to hire department heads. This typically involves the convening of a screening panel and other aspects to assist me in evaluating candidates for these important positions. In rare cases, I waive this process when conditions warrant it. In this case, I consider Kara Brewton's long and successful tenure with the Town and her outstanding qualifications (see resume' attached) as justification for her appointment at this time. As you know, the Planning Department is in the midst of dealing with many pressing and controversial community issues including the intensity and scale of development, affordable housing, climate adaptation and parking capacity. Having interim leadership will limit the Department's ability to tackle these issues. In addition, there are several open department head positions whose competitive recruitment processes will consume my time and energy.




## 5.A.

We are fortunate to have experienced and dedicated division directors who can ably fill this role. However, only one can serve as Director and I believe Kara Brewton is best suited to assume this role at this time.

I propose that this appointment be made effective on October 9, 2021. Thank you for your consideration of this recommendation.

# Kara Brewton, PE

508-802-2630 kbrewton@brooklinema.gov <https://www.linkedin.com/in/karabrewton> 

## Accomplishments

### Economic Development Director / Town of Brookline, MA

NOV 2008 – PRESENT

ALSO SERVED AS INTERIM DIRECTOR OF PLANNING &amp; COMMUNITY DEVELOPMENT

2012-2013

Manage the Economic Development & Long-Term Planning Division. Responsible for commercial property tax growth, business assistance, and initiatives related to long-term planning.

- Supervise two project managers responsible for a variety of projects and programs:
  - public processes leading to new commercial development (\$7.7 Million of new annual tax revenue in addition to infrastructure mitigation payments, public use of private property, local-first employment agreements)
  - streetscape improvements
  - corridor planning studies
  - façade loan program
  - technical business assistance
  - Community Development Block Grant Economic Development programs and grants
- Negotiated with solar developer and coordinated with multiple Town Departments and the Public Schools of Brookline for solar power purchase agreements on six municipal/school rooftops
- Led multiple strategic plans and property acquisition studies requiring consultant management, community engagement, and multi-Department working groups (e.g., [Strategic Asset Plan and Major Parcel Study](#), feasibility and site selection for an [additional elementary school](#), analysis prior to decision to acquire site for high school expansion by eminent domain)
- Gained Town Meeting approvals for zoning and other regulatory changes to permit: shared car organizations such as ZipCar, cannabis operators, residential-scale ground-mounted solar panels, year-round outdoor restaurant seating, home rule petition for additional liquor licenses
- Sought out and negotiated a short-term lease agreement with the American Repertoire Theatre to use a Town building for their “Sleep No More” participatory theatre production in 2009, including local restaurant partnerships and funding for maintenance and utilities

### Project Manager / Thorndike Development, Norton, MA

JUN 2004 – NOV 2008

Real Estate Development & Construction Company; promoted from Assistant Project Manager in 2006.

Led master planning of proposed mixed-use development “1021 Kingston’s Place”, in Kingston, MA. Obtained Town Meeting and State approvals for a Smart Growth Overlay District (40R). Researched municipal impacts, gathered support from community groups, drafted Design Standards, assisted with agreement negotiations including a water and sewer infrastructure agreement with the Town of Kingston.

### Independent Consultant / Medford, MA

JUL 2002 – JUN 2004

While in graduate school, hired by multiple clients to conduct feasibility studies, wetland delineation, and concept planning for retail up to 200,000 square feet in size and 1-acre industrial brownfield site.

**Environmental Planner / Carter & Burgess, Cambridge, MA**

MAR 1999 - JUL 2002

Designed grading and stormwater site plans, delineated wetlands; drafted feasibility studies and led local and state permitting for retail projects ranging from 12,000 to 170,000 square feet and industrial distribution center expansions throughout New England.

**Project Manager / Watts & Browning, Atlanta, GA**

FEB 1998 – MAR 1999

Designed civil engineering plans for subdivisions and a 200-unit apartment complex.

**Civil Engineer-in-Training / Piedmont Design, Lawrenceville, GA**

JUN 1997 – JAN 1998

Designed subdivision, permitting and construction plans for 80+ acre residential developments.

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**Education**

**GARE & Racial Equity Group Training/** Fall 2018, Summer 2021

**Supervisory Leadership Development Program /** MA Municipal Assoc. – Collins

**Center for Public Management, UMass Boston Partnership, Fall 2014**

**Master of Urban Planning /** Harvard Graduate School of Design, May 2004

**Bachelor Civil Engineering /** Georgia Institute of Technology, May 1997

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**Professional Organizations & Awards**

Development Conference Co-Presenter at:

- 2016 Architecture Boston Expo (ABX), "Intensity & Engagement: Experience Design in Placemaking"
- 2015 Southern New England American Planning Association Conference, "Expand Your Land" Session regarding site selection skills
- 2013 Massachusetts Environmental Health Association Education Seminar, "Food Truck Planning & Policy Issues"
- Brookline Representative at Metropolitan Area Planning Council
- [Lambda Alpha International](#) Land Economics Society, Boston Chapter, Board Member since 2018
- Brookline Neighborhood Alliance Community Leadership Award in 2013 and 2017
- Urban Plan Volunteer for Urban Land Institute since 2010
- Professional Civil Engineer, MA since 2003
- Wayland Cultural Council, 2014 – 2018

ARTICLE x

X ARTICLE

Submitted by: Human Resources

To see if the Town will raise and appropriate, or appropriate from available funds, a sum or sums of money to fund the cost items in collective bargaining agreements between the Town and various employee unions; fund wage and salary increases for employees not included in the collective bargaining agreements; and amend the Classification and Pay Plans of the Town; or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

This article is inserted in the Warrant for any Town Meeting when there are unsettled labor contracts. Town Meeting must approve the funding for any collective bargaining agreements.

SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE 4FOURTH ARTICLE

Submitted by: Select Board

To see if the Town will authorize the Select Board to petition the Legislature to amend Section 5 of Chapter 270 of the Acts of 1985 entitled “An Act Establishing the Position of Town Administrator in the Town of Brookline”, as it may have been further amended, for the purpose of authorizing the Town to further delegate by General By-Law any and all licensing authority of the Select Board; provided, that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition.

**AN ACT AMENDING SECTION 5 OF CHAPTER 270 OF THE ACTS OF 1985, AS AMENDED, TO AUTHORIZE DELEGATION BY GENERAL BY-LAW OF ALL SELECT BOARD LICENSING AUTHORITY**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding Chapter 138, Chapter 140, or Chapter 148 of the Massachusetts General Laws, or or any other general or special law to the contrary, the Section 5 of Chapter 270 of the Acts of 1985 is hereby amended by striking the following text: “, except the licensing of innholders, lodging houses, common victuallers, food vendors, secondhand motor vehicles, open air parking, liquor sales and theaters and entertainment.”

SECTION 2. This act shall take effect upon its passage.

or act on anything relative thereto.

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PETITIONER’S ARTICLE DESCRIPTION

This article is submitted as part of the Select Board’s efforts to streamline their meetings in order to allow for proper consideration of licensing matters by a licensing board that can efficiently address the variety of licensing functions on behalf of the Select Board. Many of the approvals the Board processes are for temporary licenses or for alternate managers which can easily be handled either administratively or by a licensing Board. Other matters that arise during license hearings require specialized knowledge or expertise (legal, health, safety, traffic, etc.) and it would be more efficient and responsible to appoint members or staff with those specific skill sets.



## 6.A.

November 17, 2015 Special Town Meeting

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The Select Board meets weekly, and those meetings can last 5+ hours, with a barrage of issues on the docket. The growing policy issues regarding policing, climate change, funding, housing and many more requiring more of the Board's attention. The statutory requirements for licensing necessitate that certain matters requiring the Board's approval can't be evenly distributed throughout the course of a monthly schedule. This results in licensing approvals big and small piling up on the agenda, which can cause disruption to the overall workload of the Board and inconvenience for business owners who don't have a predictable schedule for their approvals. The Tuesday evening schedule is likely disruptive to small business owners who often operate their establishments in the evening. The unpredictability of certain agenda items can mean that a license holder gets notice and appears for a matter which could actually be heard as much as an hour behind the estimate.

Section 5 of the Town special legislation known as the Town Administrator's Act, Chapter 270 of the Acts of 1985 as amended, states:

**"SECTION 5.** The town may, through its by-laws, delegate any licensing authority, except the licensing of innholders, lodging houses, common victuallers, food vendors, secondhand motor vehicles, open air parking, liquor sales and theaters and entertainment."

The Select Board seeks to strike the language of Section 5 that currently prevents the Town from delegating to an official or Town body that Select Board statutory licensing authority established by the Massachusetts General Laws. If approved by Town Meeting and the Massachusetts Legislature, the new language of Section 5 would state:

**"SECTION 5.** The town may, through its by-laws, delegate any licensing authority, ~~except the licensing of innholders, lodging houses, common victuallers, food vendors, secondhand motor vehicles, open air parking, liquor sales and theaters and entertainment.~~"

The Select Board has already begun discussions with the Committee on Town Organization and Structure to construct a General By-Law establishing the new licensing structure should this home rule petition pass. Amendments to Article 5.7 of the General By-Laws to create a new licensing structure would be the next step following approval of this article. That article would be filed at the 2022 Annual Town Meeting.

### SELECT BOARD'S RECOMMENDATION

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### ADVISORY COMMITTEE'S RECOMMENDATION

6.A.

November 16, 2021 Special Town Meeting

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*XXX*

ARTICLE 7SEVENTH ARTICLE

Submitted by: Select Board

To see if the Town will amend Section 8.37.3 of Article 8.37 of the Town's General By-Laws, "CAPS ON THE NUMBER OF SELECT BOARD LICENSES FOR MARIJUANA RETAILERS", as follows (additions are in bold, underlined text, and deletions are in bold, stricken text):

Section 8.37.3                      CAPS ON THE NUMBER OF SELECT BOARD LICENSES FOR  
MARIJUANA RETAILERS

The Select Board shall not issue more Marijuana Establishment licenses in each of the following categories of Marijuana Establishment licenses than the number that is 20% of the number of liquor licenses for off-premises alcohol consumption that have been issued by the Select Board pursuant to M.G.L. c. 138, § 15, as rounded up to the nearest whole number in the event the number is a fraction: a) Storefront Marijuana Retailers, b) Marijuana Delivery Operators, c) Social Consumption Marijuana Retailers, and d) Marijuana Couriers. **The Select Board may increase the foregoing limitation in (a) by two (2) as to Storefront Marijuana Retailers in the event it is granting the additional license(s) to an Equity Applicant as defined in a Select Board policy or regulation then in effect.**

or act on anything relative thereto.

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PETITIONER'S ARTICLE DESCRIPTION

In May 2018, Town Meeting passed Warrant Articles 17 and 18 relating to the Town's Zoning and General by-laws, exercising local control over the siting, density and number of Marijuana Establishments within the Town. More specifically, Town Meeting approved the "default" cap on Marijuana Retailers at 20% of the number off-premise alcohol consumption. The Town currently has 19 package store licenses outstanding; 20% of 19 is 3.8, or 4 when rounded up. The Select Board has gone through the licensing process with four retailers, and therefore is at the cap set by Town Meeting in 2018.

During the review for the last license application, the Board expressed interest in diversifying the local cannabis industry and expanding the current cap on retailers to achieve this goal. This Warrant Article proposes to achieve this goal by amending Article 8.37 of the Town's General By-Laws to increase the cap on the number of Select Board licenses for Marijuana Retailers -- by two (2) additional license -- to be made available only to Equity Applicants, as defined by Select Board policy or regulation. In the event Town Meeting approves this amendment and the Town receives interest in the

## 6.A.

November 16, 2021 Special Town Meeting

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newly-available two (2) additional Marijuana Retailer licenses from qualified Equity Applicants, the number of Marijuana Retailers in town would increase from four to six.

The two additional Marijuana Retail licenses would be subject to a new Marijuana Retailer Equity Policy that is currently being considered by the Select Board. The proposed policy exclusively provides the two additional Marijuana Retail licenses proposed by this Warrant Article for Equity Applicants. According to the proposal the Select Board is considering, "Equity Applicants" consist of applicants with Disadvantaged Business Enterprises status from the Commonwealth of Massachusetts (DBEs), Social Equity Participant status from the Cannabis Control Commission (SEPs), and Economic Empowerment Applicant status from the Cannabis Control Commission (EEAs). Further, Equity Applicants that are also Brookline residents will receive priority processing.

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### SELECT BOARD'S RECOMMENDATION

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### ADVISORY COMMITTEE'S RECOMMENDATION

**XXX**

ARTICLE 8EIGHTH ARTICLE

Submitted by: Susan Park TMM2, Alok Somani, Regina Frawley TMM16, Bruce Levin, Cher Duffield TMM6, Ana Albuquerque TMM1, Faith Michaels TMM5

To see if the Town will amend Article 8.37, Section 8.37.4 of the Town's General Bylaws as follows: (deletion appearing in ~~strikeout~~, addition in **bold underline**):

Section 8.37.4 CAPS ON THE NUMBER OF SELECT BOARD LICENSES FOR MARIJUANA RETAILERS

The Select Board shall not issue more Marijuana Establishment licenses in each of the following categories of Marijuana Establishment licenses than the number that is 20% of the number of liquor licenses for off-premises alcohol consumption that have been issued by the Select Board pursuant to M.G.L. c. 138, § 15, as rounded ~~up~~ **down** to the nearest whole number in the event the number is a fraction: a) Storefront Marijuana Retailers, b) Marijuana Delivery Operators Delivery-Only Marijuana Retailers; and c) Social Consumption Marijuana Retailers, and d) Marijuana Couriers.

This bylaw, as amended, shall take effect only upon an affirmative vote by the voters of a ballot question as provided in G.L. c. 94G, s. 3(e);

or act on anything relative thereto.

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PETITIONER'S ARTICLE DESCRIPTION

Many TMM's have expressed concerns about Brookline not having a "Comprehensive Plan" for the town's development. "Rounding Up" is the antithesis of "Planning." It can push cannabis retail beyond what the public would agree, given a voice and vote.

It is vital to maintain control for development, including neighborhood definitions, population density, housing--and what types of businesses are beneficial to our sense of what Brookline is.

Cannabis licenses should not be "rounded up," without carefully weighing the pros and cons and analyzing community impact. Merely "rounding up" is similar to not having an explicit say on the "increase" suggested here. New studies show 1 in 6 kids are getting addicted to cannabis. With new science and data, it is incumbent to make the necessary changes.

Links below:

<https://www.cdc.gov/marijuana/fact-sheets.htm>



## 6.A.

November 17, 2015 Special Town Meeting

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<https://www.cdc.gov/marijuana/nas/adolescents.html>

Adolescents and Young Adults

- Long-term cannabis use can have permanent effects on the developing brains of adolescents and young adults.
- Studies have shown that if an adolescent uses cannabis before the age of 16 and for a prolonged period, it can lead to a number of significant health problems.
- Teen cannabis users are more likely to become addicted to cannabis than people who start using the drug when they are older.
- Cannabis use can negatively affect adolescents' and young adults' health and well-being, including their school performance, education level, social lives, and future employment and income.

If Brookline is to have more cannabis retail, it should comply with the original arguments: Tied to the number of off-premise liquor licenses which is equivalent to 20% of package liquor stores.

Approval must be obtained by ballot initiative open to all Town voters. As an example, if there are 99 liquor licenses in town, 20% of which totals 19.8 stores. The current by-law rounds the number up to 20 stores (20 stores = 20.2%) to ensure compliance with the 20% threshold, which rounds up to another license. This Warrant Article amends the language to round down, and the effect it would have in this example is that the number of stores would become 19 and not 20. With many different cannabis licenses, "rounding up" could give more licenses than Brookline voters care for nor wanted when they voted in 2016.

Hence, the question will go on the ballot for voters to decide since in the last few years, the increase in cannabis stores may have exceeded what voters originally had in mind when they voted in the 2016 election. Putting the question back on the ballot lets voters have a choice in rounding down instead of rounding up. By keeping the language as it is in Section 8.37.4, "rounding up" could mean adding extra cannabis licenses without thoughtfully planning for it.

This warrant article aims to accomplish thoughtful planning of the number of different cannabis licenses not merely rounding up which can collectively significantly increase the number of different types of cannabis licenses.

Let the voters decide.

SELECT BOARD'S RECOMMENDATION

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November 16, 2021 Special Town Meeting

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ADVISORY COMMITTEE'S RECOMMENDATION

*XXX*

ARTICLE 9NINETH ARTICLE

Submitted by: Alok Somani, Susan Park TMM2

To see if the Town will resolve to create a Study Committee, with membership that represents a diversity of views, to carefully consider and articulate policy goals and define actions designed to achieve those goals with respect to the recreational marijuana industry.

The lawful recreational marijuana industry is new and has the potential to cause disproportionate damage to our underaged and marginalized population. And, according to the CDC, the health consequences of long-term use are not yet known with certainty.

WHEREAS in 2016 the State of Massachusetts legalized recreational marijuana and in 2017 established the Cannabis Control Commission to implement and administer the laws enabling access to adult use marijuana.

WHEREAS Although 935 CMR 500.000 establishes ten license classes, the Cannabis Control Commission is implementing the law in stages by allowing new license types as regulations are promulgated. For example, the Cannabis Control Commission allowed licensing of retail establishments in 2018, then allowed licensing of delivery only in 2020 and then allowed licensing of another type of marijuana delivery in 2021.

WHEREAS Brookline recently amended its bylaws to accommodate the release of marijuana delivery licensing, for example Warrant Article 20 as submitted by the Planning Department and approved in the prior Town Meeting, but in that process, did not also consider amendments to address the license types that the Cannabis Control Commission plans to release as it continues to implement the law.

WHEREAS While marijuana is legal in Massachusetts for people ages 21 years and older, marijuana use by children and teenagers is prohibited by law.

WHEREAS It is important to our community that we all stay healthy and safe. One way to do this is to work to prevent underage drug use, including marijuana. This is especially important for teenagers since marijuana causes disproportionate harm to the developing brain.

WHEREAS the [Cannabis Control Commission's](#) website contains the following warning with respect the health effects of marijuana use by those who are underaged:

“Cannabis may impair your decision-making, negatively affect your mental health, and – if smoked – increase your blood pressure and hurt your lungs. For young people, it is especially important to note cannabis’ impact on brain development: your brain is not fully developed until you reach your mid-20s, and regular cannabis use during adolescence and early adulthood can lead to brain changes that

## 6.A.

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negatively affect memory, learning, and attention. If you start using marijuana when you are young, you may increase your chances of becoming dependent on it. All of these factors may make it harder for you to earn good grades and achieve your goals.”

WHEREAS the Town of Brookline’s [website](#) contains a link to the [CDC - Marijuana and Public Health](#) website that provides the following information about the addiction risk associated with the use of marijuana:

“About 1 in 10 marijuana users will become addicted. For people who begin using before the age of 18, that number rises to 1 in 6. “ ... “Researchers do not yet know the full extent of the consequences when the body and brain (especially the developing brain) are exposed to high concentrations of THC or how recent increases in potency affect the risk of someone becoming addicted. “

WHEREAS as a Country, State and Town, in addition to taxing and regulating use, we regulate other aspects of the tobacco industry such as advertising, use of flavors and other attributes with the policy goal to reduce the attractiveness of products to those who are underaged.

WHEREAS there has been an increase in advertising of recreational marijuana in town, for example a kiosk on Harvard Street, cannabis delivery sign by Lantern at Carlton St. and Beacon, near the border with Allston, etc. The very prominent advertising has the potential to adversely influence our underaged population.



WHEREAS the headline “First-ever Cannabis Cup Sparks Lines At Local Dispensaries” appeared in the Brookline Patch on Friday August 27, 2021. The news report states that between August 21 and October 17 there is a people’s choice competition to identify and award the best cannabis products across 11 categories by dispersing judging kits to local consumers. The categories include: 1. Indica Flower 2. Hybrid Flower 3. Sativa Flower 4. Sungrown Flower 5. Pre-Rolls (Infused and Non-Infused) 6. Solvent Concentrates 7. Non-Solvent Concentrates 8. Vape Pens and Cartridges 9. Edibles 10. Ingestibles 11. Topicals. NETA is participating by supplying these kits for purchase. What if this very same people’s choice competition had been for tobacco products and not marijuana products?

WHEREAS Brookline has a **Commission for Diversity Inclusion & Community Relations** that provides oversight regarding program and services that serve Brookline's Youth.

WHEREAS Brookline has an **Advisory Council on Public Health** the mission of which is to preserve, protect & promote the physical, mental, and environmental health of the Brookline Community.

NOW THEREFORE, be it resolved, that Town Meeting directs that the Moderator, or designate, oversees, within sixty (60) days following the Town Meeting vote, the creation of a Study committee comprised of seven voting members. The seven members will be comprised of three members nominated by the Moderator, one member nominated by the Select Board, one member nominated by the Brookline Department of Health and Human Service, one member nominated by the Director of the Office of Diversity, Inclusion and Community Relations and one member nominated by the Advisory Council on Public Health. The committee shall be directed to:

- consider and recommend policy goals related to recreational marijuana sales, delivery and consumption that balance community priorities that include but are not limited to maintaining reasonable adult access, tax revenue, community health, protection of our underaged population, etc.;
- consider the Cannabis Control Commission's implementation plan and timeline to allow new license types and recommend what actions should be taken so that the Town can consider and act in a timely fashion;
- consider current federal, state and local tobacco law and regulations and recommend whether any restrictions that apply to tobacco should also be considered for recreational marijuana;
- consider and recommend restrictions to advertising with the policy goal of reducing risk to those who are underaged;
- consider and recommend a data acquisition and analysis framework to baseline and understand the health impacts of recreational marijuana use in Brookline;
- consider and recommend a policy position with respect to M.G.L. c. 94G, §3(b) which provides local control over the question of allowing social consumption on the premises where sold;
- notify and consult with interested parties to ensure a diversity of views are considered, including adults who access recreational marijuana, parents, high school students, and college students because the majority of these students are considered underage with respect to the lawful recreational marijuana industry.

and recommend to Town Meeting any amendments to the by-laws the committee believes are necessary to implement the proposed policy goals. The committee shall be further instructed to complete their report with recommendations in the form of a warrant article to be submitted for consideration at the next Town Meeting.

Or act on anything relative thereto.

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PETITIONER'S ARTICLE DESCRIPTION

2.	At a summary level and very clearly, what is the intended policy goal of the proposed Warrant Article?
	<p>The warrant article asks the Town Meeting to approve a Study Committee, that represents a diversity of views, to carefully consider and articulate policy goals and actions designed to achieve those goals with respect to the new recreational marijuana industry.</p> <p>The industry is new, and it has the potential to cause disproportionate damage to our underaged and marginalized population and, according to the CDC, the health consequences of long-term use are not yet known with certainty.</p>
3.	What does the sponsor gain from a positive action by Town Meeting on the article? (Is there a potential conflict of interest?)
	There is no monetary gain or other conflict of interest.
4.	<p>Describe with some specificity:</p> <ul style="list-style-type: none"> <li>a. why is the proposed solution workable and effective?</li> <li>b. what is the cost benefit of the proposed solution?</li> <li>c. who will benefit and who might not benefit from the proposed action?</li> <li>d. what are perceived to be the pros and cons both in the short and long term?</li> <li>e. what research on the topic supports or does not support the proposed article?</li> <li>f. what alternatives to the proposed action were considered?</li> </ul>
	<p>a) The Town has successfully used a Moderator's committee approach in the past to consider and recommend action on specific topics. In this case, we are advocating for a Study Committee that reports directly back to Town Meeting and is not under the purview of the Moderator. If the committee has diverse representation, this may ensure that the committee considers different views that balance multiple interests such as pursuit of tax revenue, protection of underaged populations, continued access to</p>

	<p>recreational marijuana for those who are not underaged and community health.</p> <p>b) Participants on the committee would be volunteers. There would be representation from the Department of Health, but the mandate falls within the scope of DoH activity, especially with respect to recreational marijuana.</p> <p>c) The overall health of our community and our underaged populations may benefit. There is no impact to current marijuana establishments in Brookline or landlords. If the recommendations include limiting future licensing, then there may be foregone tax revenue.</p> <p>d) The pros of a diverse committee considering and articulating policy goals with respect to the new recreational marijuana industry are 1) delivering on our stated objective to be inclusive and consider diverse views, 2) through discussion, a broader consensus in our community with respect to balancing access to recreational marijuana, tax revenue, community health and protection of those most disadvantaged 3) clear policy direction for our Select Board and town administration to support decision making, and 4) reduced number of future warrant articles because by-law and regulatory adjustments for new license types will already have been considered and in place.</p> <p>e) The warrant article proposes to consider and recommend policy goals and actions designed to achieve those goals. The intent of the warrant article is to ensure that multiple priorities such as lawful access to recreational marijuana, community health, protection of our underaged population and other reasonable concerns are balanced as a new industry is established and grows. There is some research, <a href="#">here</a>, <a href="#">here</a> and <a href="#">here</a>, that suggests that recreational marijuana is stronger than in the past, has the potential to harm developing brains, and is addictive.</p> <p>f) The alternative considered was to submit a warrant article proposing bylaw amendments that prohibit advertising, require data collection and analysis to enable understanding of the effect on community health and a requirement to add to the next ballot a vote to approve or reject social consumption cafes. The current proposal is preferred to this alternative because the objective of the warrant article is to develop a broad-based consensus which hopefully will result in a better community outcome than a debate and vote on a prescriptive set of measures from one interest group.</p>

## 6.A.

November 16, 2021 Special Town Meeting

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5.	Describe with some specificity the potential adverse impact from a positive action by Town Meeting on the article.
	The Study Committee may be formed but undermined by the political tensions that currently exist in this town between strong proponents of recreational marijuana use and those advocating for a slow and careful approach.
6.	Describe the impact of the proposed action on the Town's current Bylaws, five-year financial plan and capital improvement plan.
	The impact will depend on the actual recommendations provided by the committee.
7.	How does the proposed article and implementation impact the Town administration and staff priorities?
	The warrant article proposes that the Department of Health nominate a member. Serving on the committee will require time that might represent an opportunity cost. This is balanced by the recognition that monitoring community health and helping to monitor and regulate marijuana establishments is within the Department of Health's stated remit.
8.	Who will be impacted by the proposed solution and has the sponsor involved those participants?
	The warrant article proposes that the Study Committee have seven voting members, three appointed by the Moderator, one by the Select Board, one by the Brookline Department of Health and Human Service, one by the Director of the Office of Diversity, Inclusion and Community Relations and one by the Advisory Council on Public Health. The petitioners have only consulted with the Director of the Department of Health and Human Services. We do plan to involve other participants once the warrant article is submitted.
9.	What steps and communication has the sponsor attempted to assure that interested parties were notified and provided an opportunity to participate in the preparation of the proposed article?

	The petitioners met via Zoom with Dr. Jett to discuss health risks to the community and specifically to underaged populations posed by the newly legalized recreational marijuana industry.
10.	Has Town Meeting previously considered any Warrant Articles that address the same or similar topic? If so, what was the outcome and what is different about the proposed article?
	<p>The town is implementing policy to license, monitor and tax recreational marijuana. Previous warrant articles address local control as new licenses are approved by the Cannabis Control Commission. And previous warrant articles have established standing commissions to consider use of tax proceeds.</p> <p>What is different about this warrant article is that it calls for a diverse committee to consider establishing policy goals that balance access and taxation with other community interests such as health and protecting those that are most at risk.</p>

SELECT BOARD'S RECOMMENDATION

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ADVISORY COMMITTEE'S RECOMMENDATION

**XXX**

ARTICLE 5FIFTH ARTICLE

Submitted by: Commissioner of Public Works

To see if the Town will authorize and empower the Select Board to grant an access easement to 62 Harvard Street LLC, a limited liability company duly organized and existing under the laws of the Commonwealth of Massachusetts, and the owner of 60-64 Harvard Street, Brookline, Massachusetts (Assessor's Parcel ID # 172-05-10) or one of its successors or assigns, for One Dollar (\$1.00); and other good and valuable consideration upon terms and conditions that are in the best interest of the town; said grant of easement is for the relocation of the prior access to the 60-64 Harvard Street lot; said access easement to be located over a portion of land now known as Pierce Street and a portion of land at the Public Health Department lot at 11 Pierce Street, Brookline, Massachusetts (Assessor's Parcel ID # 172-09-00) comprising approximately 6,697 +/- square feet as substantially shown on the plan submitted herewith entitled "Proposed Access Easement Sketch for 60-64 Harvard Street, Brookline, Mass." prepared by Feldman Land Surveyors dated 09/01/21, as may be amended, said plan on file with the Town Clerk. Said Plan and Easement Agreement to be recorded at the Norfolk County Registry of Deeds upon acceptance by the Select Board.

Or act on anything relative thereto.

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PETITIONER'S ARTICLE DESCRIPTION

Access to the private parking lot at the rear of 60-64 Harvard Street was formerly off of the end of Pierce Street, a public way. In 1997 when the town redesigned the Public Health building parking lot that portion of Pierce Street was discontinued, and a new walkway with curbing was created blocking the original access to 60-64 Harvard Street. At that time, the town provided a new curb cut and new access and egress point from the new location of Pierce Street (the existing one-way circle) and over a portion of the Public Health Department building lot at 11 Pierce Street. However, the town did not record any of the documentation showing the discontinuance or new access/egress point. This easement will be recorded at the registry in order to resolve/clear the existing title issue for the 60-64 Harvard Street property.

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SELECT BOARD'S RECOMMENDATION

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7.A.

November 17, 2015 Special Town Meeting

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ADVISORY COMMITTEE'S RECOMMENDATION

*XXX*

ARTICLE 6SIXTH ARTICLE

Submitted by: Commissioner of Public Works, ADA Coordinator

To see if the Town will amend the General By-Laws, Part VII, Streets and Ways, Article 7.5, General Prohibitions, Section 7.5.11, Obstructions, as follows (additions are underlined and deletions appear in stricken text):

**ARTICLE 7.5  
GENERAL PROHIBITIONS**

**SECTION 7.5.11 OBSTRUCTIONS**

- (a) No person shall place or cause to be placed in any street or upon any sidewalk of the town, any object, material, ~~lumber, coal, iron, trunk, bale, box, crate, cask, package, article,~~ or anything whatsoever so as to obstruct a free passage for travelers, nor shall any Property Owner or Property Manager allow vegetation from any property under their control to obstruct free passage on the sidewalks or ways contiguous to such property. ~~allow any of the same to remain more than one hour after being notified~~ Upon notification by a police officer an authorized agent of the Town to remove it, said obstruction must be removed. ~~it, except that n~~ Nothing herein contained shall be construed to prevent the use of streets and sidewalks for building construction or temporary storage purposes upon obtaining a permit from the Town Select Board. For purposes of this Section, "Property Owner" shall mean the legal owner of record of real property as listed by the tax assessor's records and "Property Manager" shall mean any tenant in possession or person or entity in control of real property, including, but not limited to, a condominium association.
- (b) The Commissioner of Public Works shall have the authority to promulgate regulations to implement the provisions of this By-Law, subject to the approval of the Select Board.
- (c) Compliance period: Any roadway or sidewalk obstruction shall be removed within one hour after notification to remove it except that a vegetative sidewalk obstruction shall be removed within the period established by regulation or within 21 days, whichever is shorter.
- (d) Violations of this By-Law and its regulations shall be subject to the following penalties in accordance with Article 10.1., in addition to applicable court costs for any enforcement actions taken.

**Failure to remove a vegetative sidewalk obstruction within the compliance period following the initial notification shall constitute a First Offense. An obstruction remaining after this initial compliance period shall cause a second notification to be issued, which shall begin a second compliance period; failure to remove the obstruction within this second compliance period shall constitute a Second Offense, and similarly for subsequent notifications, compliance periods, and penalties. Penalties are cumulative.**

<b><u>First Offense</u></b>	<b><u>\$100.00</u></b>
<b><u>Second Offense</u></b>	<b><u>\$200.00</u></b>
<b><u>Each Subsequent Offense</u></b>	<b><u>\$300.00</u></b>

**For all other roadway or sidewalk obstructions, failure to remove an obstruction within the compliance period after notification shall constitute a First Offense. Repeated obstructions and repeated failures to comply shall be deemed Second and Subsequent Offenses.**

<b><u>First Offense</u></b>	<b><u>\$25.00</u></b>
<b><u>Second Offense</u></b>	<b><u>\$50.00</u></b>
<b><u>Each Subsequent Offense</u></b>	<b><u>\$100.00</u></b>

Or act on anything relative thereto.

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#### **PETITIONER'S ARTICLE DESCRIPTION**

The article proposes amending the General By-Laws, Section 7.5.11 Obstructions to remove obsolete language and to provide the Town, in particular the Department of Public Works (DPW), with the specific authority to enforce removal of vegetative sidewalk obstructions. Overgrown vegetation is the most common obstruction impacting safe, equitable, compliant and fair access to the public way for all.

Hedges, bushes, low-hanging branches, grasses and other obstructive vegetation that intrude on the public way can inhibit or obstruct safe passage – and sometimes block ALL passage – for some or all pedestrians, especially those with mobility devices (wheelchairs, walkers, canes, etc.), baby carriages, or strollers. Low growth vegetation protruding over the sidewalks may also present tripping hazards. Blind residents report being “struck in the face” by low hanging tree branches or other overgrowth that they cannot see, or detect with an aid, in order to avoid.

An examination of reports in BrookONline and on-site observations by members of the Town's Pedestrian Advisory Committee show that this is a wide-spread problem affecting all of Brookline's precincts. While DPW, working with the Commission on Disability and

the Town's ADA Coordinator, has made significant efforts over the past year to raise public awareness of property owner responsibilities, DPW lacks specific authority for enforcement. The proposed By-Law changes seek to address this gap.

Deficiencies in the current By-Law Section 7.5.11 Obstruction include the following:

- Only objects "placed" on sidewalks are specifically prohibited. Town Counsel has indicated that this does not clearly enough cover vegetation that grows into the sidewalk space.
- States that obstructions must be removed within an hour after notification – not generally feasible for foliage.
- Does not provide fines for vegetative sidewalk obstructions of any kind.
- Contains obsolete examples such as "coal" and "bale."
- Does not provide for notification to property owner by anyone other than a police officer.

The proposed By-Law revision would address these shortcomings by explicitly including vegetative obstructions as prohibited, replacing "police officer" with "authorized agent of the Town", establishing a schedule of monetary penalties, and incorporating language from the current Article 8.3.1 Leaf Blower Control.

The proposed level of fines for vegetative obstructions is commensurate with the \$100 penalty for a vehicle blocking a handicap parking space or a curb ramp. A vegetative obstruction can similarly deny to individuals with disabilities and others the use of a portion of the public way for a long period of time: the compliance period after initial notification (aka "grace period") is much longer for vegetative obstructions than for other types (twenty-one days versus one hour). It is not always feasible to prune a tree or cut back a shrub or other vegetation immediately; the property owner may have to hire a contractor to perform the work. The fines should be substantive enough that property owners have no incentive to postpone maintaining their vegetation, including during property renovation or transfer. Allowing substantial restrictions of the public way to remain longer than 21 days is a serious hardship, inequity and danger to pedestrians.

These proposed changes in By-Law Section 7.5.11 support Brookline's commitments to accessibility, sustainability, and public safety.

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SELECT BOARD'S RECOMMENDATION

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ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE 11ELEVENTH ARTICLE

Submitted by: Bonnie Bastien (TMM 5), Mike Toffel (TMM 8), Elizabeth Schafer (TMM 10), Marissa Vogt (TMM 4), Jeffrey Benson (TMM 3), and Anne Weaver (TMM 11)

To see if the Town will authorize and empower the Select Board to file a petition with the General Court for special legislation as set forth below:

AN ACT EXEMPTING THE TOWN OF BROOKLINE FROM IN-PERSON QUORUMS.

*Provided that, the General Court may reasonably vary the form and substance of this requested legislation which shall be within the scope of the general public objectives of this petition, be it enacted by the Senate and House of Representatives, in General Court assembled, and by the authority of the same as follows:*

SECTION 1. The town of Brookline shall be exempt from the provision of chapter 30, section 20(d), that requires that a quorum of the body, including the chair be present at an in-person meeting location (specifically, from "and provided further, that a quorum of the body, including the chair, are present at the meeting location").

SECTION 2. This act shall take effect upon its passage.

Or act on anything relative thereto

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PETITIONER'S ARTICLE DESCRIPTION

This resolution and home rule petition seek to lead Brookline to provide audiovisual accessibility for all public body meetings subject to Open Meeting Law (OML), and to extend the option for fully remote participation in such meetings, which would otherwise not be possible once Massachusetts' emergency OML provisions expire.

**SUMMARY**

In particular, we are proposing:

(1) a resolution that asks the Town to acquire and install audiovisual equipment in municipal conference and hearing rooms, and conduct relevant training to enable audiovisual remote participation at all meetings subject to OML held by executive branch public bodies, the Advisory Committee (AC), and the Committee on Town Organization and Structure (CTO&S)--as well as all committees created pursuant to Town Meeting votes. The resolution asks the Town to complete these tasks by November 1, 2022, providing a year for implementation; and



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(2 )a home rule petition seeking the State Legislature to exempt Brookline from the Massachusetts OML clause that stipulates that public body meeting quorum requirements must be met by the chair and other members attending in person. The home rule petition would make it legally permissible--but not required--for meetings of public bodies to be conducted fully remotely, as has occurred during the COVID emergency.

If Town Meeting passes the resolution and the Town enacts it and if Town Meeting passes the home rule petition and the Massachusetts legislature enacts it, the Brookline public bodies listed above would have discretion to decide which of its meetings would be hybrid and which would be fully-remote, but limiting meetings to only in-person attendance would not be allowed.

#### RATIONALE

Massachusetts' emergency OML provisions have allowed public meetings to occur fully remotely over the past 18 months, which has created never-before-seen access for residents to participate in Town government both as meeting attendees AND as members of a public body. Remote work and virtual meetings at this scale have been an accessibility accommodation that the disability community and organizations like the Boston Center for Independent Living have long been calling for. Dianna Hu, chairperson of the Boston Center for Independent Living, called remote participation "the latest manifestation of universal design." Universal design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability. Examples of such accessibility features include sidewalk curb cuts, elevators, and video closed captioning. We have an opportunity to maintain the access created in the response to a crisis, and we should maintain this critical civic tool after the pandemic subsides.

These articles set Brookline on the path toward removing access barriers to those most often excluded from engaging in Town government, better enabling them--and all Town residents--to serve as public body members and to attend public body meetings. Those who especially benefit include residents whose work requires inflexible hours, who work multiple jobs, who are parents or caregivers who lack alternative care options, those who cannot drive or lack transit access, people with health challenges, and people with disabilities. Policies created within our public bodies can have a large impact on the people who are most excluded from participating in them. The ability to attend meetings remotely has eliminated critical access barriers to a "seat at the table" for the past 18 months. We must not return to an inequitable past as we move forward after the pandemic.

These articles strive to maintain the option for a public body to meet fully remotely, but leave the decision to public bodies of whether and when to do so, or else to meet in-person while providing access for some to participate remotely (that is, hybrid). When the public body chooses to meet fully remotely, this would remove an in-person setting -- as we have experienced over the past 18 months. Though this option might cause concern for members and other attendees who prefer to attend meetings in person, that inconvenience is outweighed by the benefit of increasing access for all residents. We expect that public bodies would use their discretion of whether to meet in a hybrid or fully-remote manner by making decisions on a case-by-case basis based on the needs of their members and attendees--and the meeting's agenda items.

Researchers at Boston University studied public meeting participation in nearly 100 Massachusetts municipalities during the first six months of the pandemic and found strong evidence that Zoom meetings do not depress meeting turnout from older community members

([https://www.housingpolitics.com/resources/arch/online\\_meetings\\_participation.pdf](https://www.housingpolitics.com/resources/arch/online_meetings_participation.pdf)). They did not find that remote meetings increased participation by underrepresented groups, but noted that individuals in these groups were also disproportionately grappling with job losses, childcare burdens, and other challenges during the study period. Additionally, their study included only planning board and zoning board meetings, which are even less likely to be attended by renters and other residents from underrepresented groups (Yoder 2020, American Political Science Review, 114, 4, 1213-1229, <http://stanford.edu/voderj/localmeetings.pdf>).

These warrant articles maintain the spirit of the Open Meeting Law and improve on the OML to account for today's technological capabilities. The pre-COVID OML requires an in-person quorum, including the chair, for public meetings but explicitly carves out an exception for local commissions on disability, recognizing the importance of remote participation to certain subsets of the community. The OML states that "(i) a local commission on disability is authorized to utilize remote participation. a physical quorum of that commission's members shall not be required to be present at the meeting location" but that the commission chair or their representative must still attend in person

(<https://malegislature.gov/laws/signerall/vs/parti/tit/eiii/chapterJ0a/section20>). Our collective experience over the past 18 months shows that we have the technology needed to suspend the in-person quorum requirements for all public bodies, not just local commissions on disability, and still run meetings efficiently and successfully.

To enable all who wish to attend meetings remotely (whether the meeting is fully-remote or hybrid), the Town must remove any access barriers. For example, the public library already lends laptops and hotspots and could increase their communications to ensure residents know about this resource. Librarians (or others) could train residents to use the audio-visual software necessary to participate, such as Zoom. The Town should also engage with Brookline Interactive Group (BIG) and other partners to facilitate remote participation.

Ensuring all residents are fully able to access and participate in the public sphere--such as requirements to provide curb cuts, elevators, and closed captioning--requires investment. Ensuring remote access to public meetings is no different. It is fairly straightforward to extend the option of holding remote-only meetings by maintaining Zoom accounts necessary to support that option, as the Town has used since March 2020. In contrast, enabling hybrid meetings requires investment in in-room cameras, monitors, and projectors. Those public bodies that currently benefit from staff support (e.g., Select Board, Advisory Committee, and the Transportation Board) could have those existing staff members activate and deactivate the technology, incurring virtually no additional staff cost beyond a few hours of initial technical training. For those public bodies that do not currently benefit from staff support, Town staff or others would need to create video training sessions for a member or a volunteer to activate and deactivate the technology. In

## 7.A.

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addition, an IT helpdesk might need to be staffed to provide immediate technical support if problems arise.

The Select Board Hearing Room has audiovisual equipment already installed. The Office of the Select Board provided cost estimates for the other hearing room and municipal conference rooms. The audiovisual equipment and installation for the School Committee Hearing Room would cost about \$20,000. The cost to equip all 12 municipal conference rooms with audiovisual technology is estimated to be up to \$150,000 (including staff time), although it could be less depending on the technology chosen for each room.

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### SELECT BOARD'S RECOMMENDATION

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### ADVISORY COMMITTEE'S RECOMMENDATION

**XXX**

ARTICLE 12TWELVETH ARTICLE

Submitted by: Bonnie Bastien (TMM 5), Michael Toffel (TMM 8), Elizabeth Schafer (TMM 10), Marissa Vogt (TMM 4), Jeffrey Benson (TMM 3), and Anne Weaver (TMM 11)

To see if the Town will adopt the following Resolution:

WHEREAS, the temporary COVID provisions that suspended the Massachusetts Open Meet Law (OML) requirement that quorum must be in-person resulted in never-before-seen accessibility for civic participation via remote meeting access; and

WHEREAS, those COVID provisions are set to expire on April 1, 2022; and

WHEREAS a reversal from this greater accessibility will dampen residents' ability to attend meetings and serve as members of public bodies; and

WHEREAS, the technology required for audio visual accessibility is becoming more common and less expensive; and

WHEREAS, audiovisual accessibility accommodation is something many in disability communities and organizations have been fighting for for years; and

WHEREAS, policies and decisions our public bodies make can have a large impact on the people who are most excluded from participating in those public bodies; and

WHEREAS, the ability to attend meetings remotely has eliminated critical access barriers to a "seat at the table" for the past 18 months; and

WHEREAS, we must not return to an inequitable past as we move forward after the pandemic.

NOW THEREFORE BE IT RESOLVED THAT:

1. Brookline Town Meeting calls on the Select Board to equip all municipal conference and hearing rooms with audiovisual equipment to enable all public bodies meeting under OML to provide audiovisual participation access for attendees and members by no later than November 1, 2022; and
2. The Town of Brookline should consider using non-traditional funding sources to fund the technology and training necessary to support public bodies meeting in a hybrid manner.
3. The Town of Brookline should consider using non-traditional funding sources to fund the technology and training necessary to support public bodies meeting in a hybrid manner.

November 16, 2021 Special Town Meeting

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Or act on anything relative thereto.

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PETITIONER'S ARTICLE DESCRIPTION

This resolution and home rule petition seek to lead Brookline to provide audiovisual accessibility for all public body meetings subject to Open Meeting Law (OML), and to extend the option for fully remote participation in such meetings, which would otherwise not be possible once Massachusetts' emergency OML provisions expire.

SUMMARY

In particular, we are proposing:

(1) a resolution that asks the Town to acquire and install audiovisual equipment in municipal conference and hearing rooms, and conduct relevant training to enable audiovisual remote participation at all meetings subject to OML held by executive branch public bodies, the Advisory Committee (AC), and the Committee on Town Organization and Structure (CTO&S)--as well as all committees created pursuant to Town Meeting votes. The resolution asks the Town to complete these tasks by November 1, 2022, providing a year for implementation; and

(2) a home rule petition seeking the State Legislature to exempt Brookline from the Massachusetts OML clause that stipulates that public body meeting quorum requirements must be met by the chair and other members attending in person. The home rule petition would make it legally permissible--but not required--for meetings of public bodies to be conducted fully remotely, as has occurred during the COVID emergency.

If Town Meeting passes the resolution and the Town enacts it and if Town Meeting passes the home rule petition and the Massachusetts legislature enacts it, the Brookline public bodies listed above would have discretion to decide which of its meetings would be hybrid and which would be fully-remote, but limiting meetings to only in-person attendance would not be allowed.

RATIONALE

Massachusetts' emergency OML provisions have allowed public meetings to occur fully remotely over the past 18 months, which has created never-before-seen access for residents to participate in Town government both as meeting attendees AND as members of a public body. Remote work and virtual meetings at this scale have been an accessibility accommodation that the disability community and organizations like the Boston Center for



Independent Living have long been calling for. Dianna Hu, chairperson of the Boston Center for Independent Living, called remote participation "the latest manifestation of universal design." Universal design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability. Examples of such accessibility features include sidewalk curb cuts, elevators, and video closed captioning. We have an opportunity to maintain the access created in the response to a crisis, and we should maintain this critical civic tool after the pandemic subsides.

These articles set Brookline on the path toward removing access barriers to those most often excluded from engaging in Town government, better enabling them--and all Town residents--to serve as public body members and to attend public body meetings. Those who especially benefit include residents whose work requires inflexible hours, who work multiple jobs, who are parents or caregivers who lack alternative care options, those who cannot drive or lack transit access, people with health challenges, and people with disabilities. Policies created within our public bodies can have a large impact on the people who are most excluded from participating in them. \_The ability to attend meetings remotely has eliminated critical access barriers to a "seat at the table" for the past 18 months. We must not return to an inequitable past as we move forward after the pandemic.

These articles strive to maintain the option for a public body to meet fully remotely, but leave the decision to public bodies of whether and when to do so, or else to meet in-person while providing access for some to participate remotely (that is, hybrid). When the public body chooses to meet fully remotely, this would remove an in-person setting --as we have experienced over the past 18 months. Though this option might cause concern for members and other attendees who prefer to attend meetings in person, that inconvenience is outweighed by the benefit of increasing access for all residents. We expect that public bodies would use their discretion of whether to meet in a hybrid or fully-remote manner by making decisions on a case-by-case basis based on the needs of their members and attendees--and the meeting's agenda items.

Researchers at Boston University studied public meeting participation in nearly 100 Massachusetts municipalities during the first six months of the pandemic and found strong evidence that Zoom meetings do not depress meeting turnout from older community members

([https://www.housingpolitics.com/rcse\\_ard1/online\\_meetings\\_J2mtifi,l'ti,m-.12.<i!:\)](https://www.housingpolitics.com/rcse_ard1/online_meetings_J2mtifi,l'ti,m-.12.<i!:)) ). They did not find that remote meetings increased participation by underrepresented groups, but noted that individuals in these groups were also disproportionately grappling with job losses, childcare burdens, and other challenges during the study period. Additionally, their study included only planning board and zoning board meetings, which are even less likely to be attended by renters and other residents from underrepresented groups (Yoder 2020, American Political Science Review, 114, 4, 1213-1229, <http://stanford.edu/~voddGJ/i/1oca/Ineeeting.pdf>).

These warrant articles maintain the spirit of the Open Meeting Law and improve on the OML to account for today's technological capabilities. The pre-COVID OML requires an in-person quorum, including the chair, for public meetings but explicitly carves out an

exception for local commissions on disability, recognizing the importance of remote participation to certain subsets of the community. The OML states that "(i)f a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location" but that the commission chair or their representative must still attend in person (<https://malegislature.gov/laws/penerallaws/parti/titleiii/chapter30a/section20>). Our collective experience over the past 18 months shows that we have the technology needed to suspend the in-person quorum requirements for all public bodies, not just local commissions on disability, and still run meetings efficiently and successfully.

To enable all who wish to attend meetings remotely (whether the meeting is fully-remote or hybrid), the Town must remove any access barriers. For example, the public library already lends laptops and hotspots and could increase their communications to ensure residents know about this resource. Librarians (or others) could train residents to use the audio-visual software necessary to participate, such as Zoom. The Town should also engage with Brookline Interactive Group (BIG) and other partners to facilitate remote participation.

Ensuring all residents are fully able to access and participate in the public sphere--such as requirements to provide curb cuts, elevators, and closed captioning--requires investment. Ensuring remote access to public meetings is no different. It is fairly straightforward to extend the option of holding remote-only meetings by maintaining Zoom accounts necessary to support that option, as the Town has used since March 2020. In contrast, enabling hybrid meetings requires investment in in-room cameras, monitors, and projectors. Those public bodies that currently benefit from staff support (e.g., Select Board, Advisory Committee, and the Transportation Board) could have those existing staff members activate and deactivate the technology, incurring virtually no additional staff cost-beyond a few hours of initial technical training. For those public bodies that do not currently benefit from staff support, Town staff or others would need to create video training sessions for a member or a volunteer to activate and deactivate the technology. In addition, an IT helpdesk might need to be staffed to provide immediate technical support if problems arise.

The Select Board Hearing Room has audiovisual equipment already installed. The Office of the Select Board provided cost estimates for the other hearing room and municipal conference rooms. The audiovisual equipment and installation for the School Committee Hearing Room would cost about \$20,000. The cost to equip all 12 municipal conference rooms with audiovisual technology is estimated to be up to \$150,000 (including staff time), although it could be less depending on the technology chosen for each room.

#### SELECT BOARD'S RECOMMENDATION

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7.A.

November 16, 2021 Special Town Meeting

12-5

ADVISORY COMMITTEE'S RECOMMENDATION

*XXX*

ARTICLE 13THIRTEENTH ARTICLE

Submitted by: Mike Toffel, TMM 8

To see if the Town will amend the Town's General By-laws as follows (language to be stricken appearing in ~~strikeout~~, language to be added appearing in underline):

## ARTICLE 2.1 TOWN MEETINGS

## ARTICLE 2.1.15 TOWN MEETING COMMITTEES

Committees that are established pursuant to a vote of Town Meeting and are not considered by the Attorney General to be “Public Bodies” under the Open Meeting Law shall conduct their meetings in a manner that is consistent with the provisions and intent of the Open Meeting Law.

All committees that are established pursuant to a vote of Town Meeting shall record in the minutes of their meetings a roll-call showing the vote of each member for all votes, except when approving minutes or, at the discretion of the Chair, when voting on other administrative matters.

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## ARTICLE 2.3 COMMITTEE ON TOWN ORGANIZATION AND STRUCTURE

SECTION 2.3.4 VOTES

CTO&S shall record in the minutes of its meetings a roll-call showing the vote of each member for all votes except when approving minutes or, at the discretion of the Chair, when voting on other administrative matters.

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ARTICLE 3. EXECUTIVE BRANCH GENERAL MATTERSARTICLE 3.0.1

All elected or appointed public bodies identified in this Article 3 that are subject to the Open Meeting Law shall record in the minutes of their meetings a roll-call showing the vote of each member for all votes except when approving minutes or, at the discretion of the Chair, when voting on other administrative matters.

or act on anything relative thereto.

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PETITIONER'S ARTICLE DESCRIPTION

The Town of Brookline is governed in a highly participatory manner, including more than 80 public bodies that are subject to Open Meeting Law (OML) requirements. OML provisions require some transparency, but does not require votes be documented via roll call. As such, there are many instances where the only way to know how each member voted, is to attend the meeting live or, for the subset that are video recorded, to watch the recording. This results in poor transparency and accountability, and can be easily remedied by requiring votes to be conducted via roll call and be documented. This article seeks to require this of public bodies focused on executive branch activities, as well as CTOS and Moderator's Committees (which are appointed by the Moderator), and excepts votes when approving minutes and, at the Chair's discretion, other administrative matters. Examples of the latter might include, for example, votes on scheduling future meetings or adjournment.

The article does not address Town Meeting, where roll call votes can be called for via procedures documented elsewhere. It also does not address the Advisory Committee, which takes many preliminary votes, which in some cases results in reversals (which can be confusing to those not observing the meeting), is an unusually large committee (and thus roll call votes can meaningfully lengthen meetings) and is already required by bylaw to document roll call votes for all of its recommendations to Town Meeting.

The rationale for this article is based on the principles of transparency and accountability:

- The public has a right to know how the members of the town's public bodies vote on all non-administrative matters, and should not be required to attend meetings or watch videos to obtain this information. Requiring roll-call votes of nearly all public bodies is also important because some of their members are also involved in outside advocacy groups.
- Knowing the votes of public body members can provide additional contextual information that can be valuable to those appointing these members (e.g., Select Board members and the Moderator), and to the public who votes for those making these appointments.

This article does not provide an exemption for unanimous votes because relying on attendance records as a substitute for roll call vote document is imperfect: because members arriving late or leaving early might miss votes, and lead attendance records to be incomplete.

This article has been drafted in a parsimonious manner, suggesting the addition of merely three sentences.

There is no cost to implementing this recommendation, as minutes are already required to be taken and posted for all meetings subject to Open Meeting Law.



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November 16, 2021 Special Town Meeting

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SELECT BOARD'S RECOMMENDATION

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ADVISORY COMMITTEE'S RECOMMENDATION

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## Brookline Village Parking Benefit District Advisory Board



(as of September 24, 2021)

Fred Perry	2021	
Mikayla Bell	2021	
Daniel DeLoma	2022	(resigned)
Lisa Wasserman Sivan	2023	
Liz Linder	2023	
Ann Kamensky	2021	
Anne Trecker	2022	
Mary Sabolsi	2022	(resigned)
Brian Kane	2023	(resigned)

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### Recent Activity

Fred Perry applies for reappointment 9.28.21

Mikayla Bell applies for reappointment 9.28.21

Ann Kamensky applies for reappointment 9.28.21

Emily Jacobsen applies for appointment 9.28.21

## Online Form Submittal: Committee Reappointment Interest Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Fri 10/1/2021 10:24 AM

**To:** Devon Fields <dfields@brooklinema.gov>

# Committee Reappointment Interest Form

Date	10/1/2021
Name	Fred Perry
Email:	<a href="mailto:FSP02445@gmail.com">FSP02445@gmail.com</a>
Street Address	32 Bowker St
Zip	02445
Preferred Phone #	617-953-6877
Committee you are a member of?	Brookline Village Parking Benefits Advisory
List of accomplishments in the last 3 years.	Winding down from leadership of Boston Electronics Corporation, which I founded in 1977 in Brookline Village.
Future Goals	Participation in the creation of a utopian oasis in Brookline.
Questions? Please contact the Select Board at <a href="mailto:selectboard@brooklinema.gov">selectboard@brooklinema.gov</a> , 617-730-2200	

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## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Tue 9/21/2021 1:25 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Emily Jacobsen
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Brookline Village Parking Benefit District Advisory Board
What type of experience can you offer this Board/Commission?	Educational and work experience in structural engineering.
What type of issue would you like to see this Board/Commission address?	Vitality of the village and success of businesses could be improved with better sidewalk and street amenities. For example the parklet installed this spring in front of the Starbucks invited people to linger longer on the sidewalk and enjoy the village instead of just passing through.
Are you involved in any other Town activities?	Bicycle Advisory Committee
Do you have time constraints that would limit your ability to attend one to two meetings a month?	Other than Bicycle Advisory Committee Meetings, No.
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC )	<a href="#">CV for BVPBDAB.pdf</a>

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